

# CITY OF ARCADIA

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## City Council Regular Meeting Agenda



**Tuesday, June 6, 2023, 7:00 p.m.**

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

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

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

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

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

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### How to Submit Public Comment:

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

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

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

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

### 如何提交公众评论意见：

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

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

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

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

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## 1. CALL TO ORDER

## 2. INVOCATION

Secretary Riaz Khan, Mosque of San Gabriel

## 3. PLEDGE OF ALLEGIANCE

## 4. ROLL CALL OF CITY COUNCIL MEMBERS

Paul P. Cheng, Mayor  
April A. Verlato, Mayor Pro Tem  
Michael Cao, Council Member  
Sharon Kwan, Council Member  
Eileen Wang, Council Member

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

## 6. PRESENTATIONS

- a. Presentation by Kevin McManus, PR & Communications Manager, of adoptable dog by the Pasadena Humane Society.
- b. Presentation of Mayor's Certificates of Commendation to Kare Youth League President Chis Horton and Board Director Dean Sloan.
- c. Recognition of the Friends of the Museum 10<sup>th</sup> Anniversary and presentation of \$13,900 gift for the Gilb Museum.

## 7. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the

discretion of the City Council) 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 acting 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. Resolutions relating to the adoption of the Fiscal Year 2023-24 Operating Budget and the Fiscal Years 2023-24 through 2027-28 Capital Improvement and Equipment Plan.

Resolution No. 7500 adopting a budget for Fiscal Year 2023-24 and appropriating the amounts specified therein as expenditures from the funds.

CEQA: Not a Project

Recommended Action: Adopt

Resolution No. 7501 adopting a Capital Improvement and Equipment Plan for Fiscal Years 2023-24 through 2027-28.

CEQA: Not a Project

Recommended Action: Adopt

- b. Resolution No. 7498 establishing and/or adjusting various fees for City services.

CEQA: Not a Project

Recommended Action: Adopt

## **8. 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.

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

## **10. CONSENT CALENDAR**

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

- a. Regular Meeting Minutes of May 16, 2023.

CEQA: Not a Project

Recommended Action: Approve

- b. Resolution No. 7499 establishing an appropriation limit for Fiscal Year 2023-24 pursuant to Article XIII-B of the California Constitution.

CEQA: Not a Project

Recommended Action: Adopt

- c. Resolutions initiating proceedings for the annual levy and collection of assessments, approving the preliminary Engineer's Report, declaring intention to levy and collect assessments for Fiscal Year 2023-24, and appointing a time and place for a public hearing for the Arcadia Citywide Lighting District No. 1.

Resolution No. 7503 initiating proceedings for the annual levy and collection of assessments for the Arcadia Citywide Lighting District No. 1 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code and ordering the preparation of the Engineer's Report.

CEQA: Not a Project

Recommended Action: Adopt

Resolution No. 7504 approving the preliminary Engineer's Report of Willdan Financial Services for the Arcadia Citywide Lighting District No. 1.

CEQA: Not a Project

Recommended Action: Adopt

Resolution No. 7505 declaring its intention to levy and collect assessments within the Arcadia Citywide Lighting District No. 1 for Fiscal Year 2023-24 and appointing a time and place for a public hearing.

CEQA: Not a Project

Recommended Action: Adopt

- d. Resolution No. 7506 setting Service Rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Year 2023-24.

CEQA: Not a Project

Recommended Action: Adopt

- e. Resolution No. 7507 supporting Front-of-Package Food Labeling.

CEQA: Exempt

Recommended Action: Adopt

- f. Resolution No. 7508 establishing a City Council Health Committee.

CEQA: Exempt

Recommended Action: Adopt

- g. Gift of \$13,900 from the Friends of the Museum for Museum Programming, Marketing, and Archival Supplies.

CEQA: Not a Project

Recommended Action: Accept

- h. Statement of Investment Policy for Fiscal Year 2023-24.

CEQA: Not a Project

Recommended Action: Approve

- i. Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2023-24 in the amount of \$94,589.

CEQA: Not a Project

Recommended Action: Approve

- j. Contract with General Pump Company, Inc. to provide unscheduled maintenance and emergency repair of City wells and pumps in the amount of \$117,250.  
CEQA: Exempt  
Recommended Action: Approve
- k. Contract with UCLA Medical Center for Prehospital Care for Paramedic and Emergency Medical Continuing Education (“CE”), Quality Improvement (“QI”) Services, and a Nurse Educator in the amount of \$34,800.  
CEQA: Not a Project  
Recommended Action: Approve
- l. Extension to the Professional Services Agreement for Homeless Case Management/Housing Navigation Services with Los Angeles Centers for Alcohol and Drug Abuse in an amount not to exceed \$334,000.  
CEQA: Not a Project  
Recommended Action: Approve
- m. Purchase of Mobile Radios and related equipment from Day Wireless Systems for the Police Department from the Equipment Replacement Fund in an amount not to exceed \$117,000.  
CEQA: Not a Project  
Recommended Action: Approve
- n. Purchase Order with Superior LLC for Financial System Software Maintenance in an amount not to exceed \$54,500.  
CEQA: Not a Project  
Recommended Action: Approve
- o. Purchase Order with TruePoint Solutions for annual hosting and support services for the TrueBill utility billing software for Fiscal Year 2023-24 in the amount of \$54,000.  
CEQA: Not a Project  
Recommended Action: Approve
- p. Purchase Order with Clean Energy for the purchase of Compressed Natural Gas (“CNG”) fuel for the City’s fleet in an amount not to exceed \$184,000.  
CEQA: Not a Project  
Recommended Action: Approve
- q. Extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City’s municipal water supply in the amount of \$136,434.37.  
CEQA: Not a Project  
Recommended Action: Approve

**11. CITY MANAGER**

- a. Report, discussion, and direction regarding the annual Law Day event.  
CEQA: Not a Project  
Recommended Action: Provide Direction

## **12. ADJOURNMENT**

The City Council will adjourn this meeting to June 20, 2023, 4:30 p.m. at the City Council Conference Room.

## Welcome to the Arcadia City Council Meeting!

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

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

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

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

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

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

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

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

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

# 欢迎参加阿凯迪亚市议会会议！

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

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

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

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

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

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

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

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

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



# STAFF REPORT

Office of the City Manager

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTIONS RELATING TO THE ADOPTION OF THE FISCAL YEAR 2023-24 OPERATING BUDGET AND THE FISCAL YEARS 2023-24 THROUGH 2027-28 CAPITAL IMPROVEMENT AND EQUIPMENT PLAN

RESOLUTION NO. 7500 ADOPTING A BUDGET FOR FY 2023-24 AND APPROPRIATING THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE VARIOUS FUNDS

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7501 ADOPTING A CAPITAL IMPROVEMENT AND EQUIPMENT PLAN FOR FISCAL YEARS 2023-24 THROUGH 2027-28

**CEQA: Not a Project**

**Recommendation: Adopt**

## SUMMARY

Sections 1204 and 1205 of the Arcadia City Charter require a Public Notice and a Public Hearing for consideration of the proposed Operating Budget and Five-Year Capital Program for the ensuing fiscal year, which is required to be adopted by July 1. The recommended actions are necessary to implement the budget for Fiscal Year 2023-24.

This year's budget process included two Budget Study Sessions with the City Council on May 8 and 16, 2023. Copies of the proposed Operating Budget were provided for the City Council's review. Inclusive in the draft Budget were all operating funds including General, Special Revenues, Enterprise, and the Successor Agency. Additionally, the City Council received the Capital Improvement and Equipment Replacement Fund budgets in a separate document. All funds total \$177.4 million in expenditures, of which the General Fund's budget is \$87.8 million (including Transfers Out as noted below).

## Adoption of the Operating Budget and CIP and Equipment Plans

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As Special Revenues, Enterprise, and Debt Service funds are restricted to specific purposes and are generally self-sustaining, this report will primarily focus on the General Fund's Operating Budget.

The proposed FY 2023-24 Operating Budget acknowledges the potential for a slowing economic environment, influenced by factors such as inflation, supply chain issues, and concerns about higher Federal Reserve overnight rates. Given the current macroeconomic situation, it is essential to evaluate how City revenues may be affected. While certain revenue streams could be susceptible to a recession, recent economic data suggests that others, like property tax and vehicle license fees, may experience modest growth or remain stable. Encouraging indicators such as a low unemployment rate, rising wages, and consistent consumer spending habits provide optimism that an economic slowdown may be postponed; however, it is important to acknowledge challenges in the broader economic landscape, including the increased reliance on credit card usage for consumer spending and a decline in savings, which can contribute to a slower economy.

The proposed FY 2023-24 General Fund Operating Budget outlines Total Operating Revenues of \$90.9 million and Expenditures of \$87.8 million, resulting in a projected surplus of \$3.1 million. After accounting for Fund Transfers In and Out, the projected ending Fund Balance of the Operating General Fund is \$27,775,300. However, this balance includes a surplus of \$9.9 million from FY 2022-23, which is proposed to be transferred to the Equipment Replacement Fund for upcoming major equipment purchases in the next two fiscal years. With City Council approval of the transfer, the projected Ending Fund Balance of the Operating General Fund for FY 2023-24 would be \$17.9 million.

Furthermore, in accordance with the City's financial policies, which recommend maintaining a 20% balance in the Emergency Reserve Fund relative to annual operating expenditures, transfers of \$1.5 million and \$1.6 million are proposed to be made to the Emergency Reserve Fund at the conclusion of FY 2022-23 and FY 2023-24, respectively. These transfers are aimed at ensuring compliance with the policy guidelines. As a result, the General Fund Operating Fund Balance is projected to reach \$14.9 million by the end of FY 2023-24, providing a robust reserve to sustain operations throughout the Fiscal Year.

Adoption of the Operating Budget and CIP and Equipment Plans

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	FY 22-23 Estimates	FY 23-24 Budget	FY 24-25 Budget
<b>Beginning Fund Balance</b>	<b>\$14,801,500</b>	<b>\$13,377,760</b>	<b>\$14,888,300</b>
Estimated Revenues	\$83,823,200	\$84,831,700	\$86,559,600
Transfers In	5,881,400	6,091,200	9,422,600
Expenses & Uses	-75,038,200	-81,017,500	-85,801,200
<b>Revenue over Expenses</b>	<b>\$14,666,400</b>	<b>\$9,905,400</b>	<b>\$10,181,000</b>
Transfer to Equipment Replacement Fund	-2,400,000	-3,400,000	-3,400,000
Transfer to Capital Improvement Fund	-2,400,000	-3,400,000	-3,400,000
	<b>(\$4,800,000)</b>	<b>(\$6,800,000)</b>	<b>(\$6,800,000)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>\$9,866,400</b>	<b>\$3,105,400</b>	<b>\$3,381,000</b>
<b>Ending Fund Balance</b>	<b>\$24,667,900</b>	<b>\$16,483,160</b>	<b>\$18,269,300</b>

**Council Approved and Policy Transfers:**

Transfer to Equipment Replacement Fund (FY 22-23 Surplus)	<b>(9,822,500)</b>	-	-
Transfer to Emergency Reserve Fund (20% Level)	<b>(1,467,640)</b>	<b>(1,594,860)</b>	<b>(957,740)</b>

<b>Final Ending Fund Balance</b>	<b>\$13,377,760</b>	<b>\$14,888,300</b>	<b>\$17,311,560</b>
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With these factors in mind, the FY 2023-24 budget takes a cautious approach, carefully considering these variables while maintaining optimism for a return to pre-pandemic norms. The City aims to navigate the economic landscape responsibly, ensuring the provision of high-quality services to residents while considering all possible economic outcomes.

The General Fund Operating budget is summarized in the table below (before proposed transfers of the FY 2022-23 Operating surplus to the Equipment Replacement Fund and the Emergency Reserve Fund, noted in the above section):

Adoption of the Operating Budget and CIP and Equipment Plans

June 6, 2023

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	FY23-24 Budget
Beginning Fund Balance	\$ 24,667,900
Estimated Revenues	84,831,700
Transfers In	6,091,200
Expenses & Uses	(79,022,400)
New Programs	<u>(1,008,900)</u>
Revenue over Expenses	\$ 10,891,600
Transfer to Equipment Replacement	(3,400,000)
Transfer to Capital Improvement Fund	(3,400,000)
Transfer to Local Law Enforcement Prgm	(135,200)
Transfer to Lighting Assessment District	<u>(851,000)</u>
Total Transfer Out	(7,786,200)
Subtotal Operating Balance	3,105,400
<b>Ending Fund Balance</b>	<b>\$ 27,773,300</b>

Each year, an allocation of \$4.8 million is designated for transfer into the Capital Improvement and Equipment Replacement Funds, with each fund receiving \$2.4 million. This amount was approximately the 10-year average spending in each account and has ensured a balanced amount to cover annual maintenance and replacement requirements. However, in response to the recent surge in prices caused by inflation and the projected ongoing increases in materials and production costs, the annual transfer amounts have been revised to \$3.4 million for each of the mentioned funds.

The Capital Improvement Fund plays a vital role in funding crucial maintenance projects, including pavement rehabilitation, building repairs, and parks maintenance. In the upcoming Fiscal Year, several key projects are budgeted within the Capital Improvement Fund, such as reroofing city facilities, pavement rehabilitation, water meter upgrades, and the Bonita Park Concession Building. The proposed projects budgeted in the Capital Improvement Fund total \$6.2 million. The combined capital projects across all funds have been budgeted at \$15.8 million.

Due to inflationary pressure and anticipated future purchases, the transfer amount for the Equipment Replacement Fund has been adjusted to \$3.4 million this year. This revised deposit aligns with the annual funding goal to ensure adequate resources for future equipment replacements. The Equipment Replacement Fund helps replace equipment that has reached the end of its useful life like computers, vehicles, and major office equipment. The proposed total cost of asset replacement through the Equipment Replace Fund is \$4.1 million. Notably, significant purchases for FY 2023-24 are planned, including \$1.5 million for Street Division vehicle replacements, \$461,000 for Police vehicle replacements, and \$732,000 for the Fire Department's rescue ambulance.

New programs proposed for the City's overall Operating Budget demonstrate Arcadia's commitment to being responsive to community needs. Several new programs are a result of emerging operational changes as in the case of a Fire Prevention Specialist and Fire Training Captain, who will meet the increased demand for fire inspections and provide a dedicated training resource for firefighters. In some departments, new software is being sought to improve the customer experience as is the case in Development Services, where software will streamline digital plan check and business licensing services. In the Library, patrons can opt for a text-based system to receive messages about items on-hand and help them avoid past-due returns. And critically, the addition of a Project Manager will allow for the completion of vital construction and maintenance projects for City facilities and infrastructure. All new programs proposed for the City's General Fund Operating Budget this year total \$1,008,900 and represent vital investments in all areas of the community.

Additionally, in alignment with the City's pension strategy, the proposed FY 2023-24 budget allocates funds for addressing long-term liabilities, specifically the Unfunded Accrual Liabilities ("UAL") of CalPERS. To this end, \$2.0 million has been designated for an advance discretionary prepayment to CalPERS. Alternatively, considering the changing interest environment and past moves to reduce pension pressures in the short-term this budget line item will be reviewed for potential alternatives to further reduce long-term liabilities. One such alternative being explored is the creation of a Section 115 Pension Trust account, which serves as a financial tool for investing and saving to address future pension-related costs. This initiative aligns with the City Council's direction to minimize pension debt by either accelerating payments to CalPERS or implementing innovative financial tools, ultimately aiming to generate significant long-term savings. It is recommended that the City Council adopt the proposed Resolutions 7500 and 7501, to enact the FY 2023-24 Operating Budget as well as the Capital and Equipment Replacement Plans.

## **DISCUSSION**

The proposed FY 2023-24 Operating Budget anticipates a moderate or stagnant economic environment with uncertain impacts on City revenues. Concerns about inflation, supply chain issues, and the possibility of a recession make it difficult to predict the exact timing of these effects. However, recent data provides positive signals about the economy. While revenue streams such as sales tax, transient occupancy tax, and business license fees are expected to grow at a slower pace, property tax and vehicle license fees continue to show normal annual growth rates. Encouraging signs like low unemployment, increasing wages, and consistent consumer spending habits suggest that an economic slowdown may be further away than initially anticipated.

The FY 2023-24 budget takes a cautious approach while maintaining a slightly optimistic outlook, and a return to pre-pandemic conditions. One crucial factor in the revenue trajectory is Measure A, a 0.75% Transaction and Use Tax (Sales Tax) approved by Arcadia voters in June 2019. This revenue stream has played a critical role in supporting

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the City's budget by contributing approximately \$11 million to the General Fund revenues in FY 2022-23 alone. Without this voter-approved measure, the City would have faced the challenge of implementing service cuts or exploring alternative methods to achieve an annual balanced budget.

Summarized in the table below is the General Fund Operating Budget for: FY 2022-23 Year-End Estimates, FY 2023-24 Proposed Budget for Adoption, and a FY 2024-25 Preliminary Budget Outlook. Please note that FY 2024-25 is not proposed for adoption as the City Council adopts the Operating Budget annually.

**GENERAL FUND**

	FY 22-23 Estimates	FY 23-24 Budget	FY 24-25 Budget
Beginning Fund Balance	\$ 14,801,500	\$ 24,667,900	\$ 27,773,300
Estimated Revenues	\$ 83,823,200	\$ 84,831,700	\$ 86,559,600
Transfers In	5,881,400	6,091,200	9,422,600
Expenses & Uses	(75,038,200)	(81,017,500)	(85,801,200)
Revenue over Expenses	\$ 14,666,400	\$ 9,905,400	\$ 10,181,000
Transfer to Equipment Replacement Fund	(2,400,000)	(3,400,000)	(3,400,000)
Transfer to Capital Improvement Fund	(2,400,000)	(3,400,000)	(3,400,000)
Subtotal Operating Balance	9,866,400	3,105,400	3,381,000
<b>Ending Fund Balance</b>	<b>\$ 24,667,900</b>	<b>\$ 27,773,300</b>	<b>\$ 31,154,300</b>

The table above shows that the City's General Fund Operating Ending Fund Balance is projected to reach \$27.8 million by the end of FY 2023-24. This increase is due to a projected surplus of \$3.1 million. It is important to note that the projected balance already includes the expected surplus of \$9.9 million by the end of FY 2022-23.

As depicted in the table below, the proposed budget recommends transferring the \$9.9 million surplus in FY 2022-23 to the Equipment Replacement Fund. This transfer aims to allocate funds for significant equipment purchases over the next two fiscal years, resulting in a revised General Fund Operating Fund Balance of \$18.0 million prior to making year-end transfers to the Emergency Reserve Fund in FY 2022-23 and FY 2023-24.

In accordance with the City's financial policies, which recommend maintaining a 20% emergency reserve balance of annual operating expenditures, transfers of \$1.5 million and \$1.6 million are proposed to the Emergency Reserve Fund at the end of FY 2022-23

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and FY 2023-24, respectively. Upon implementing these proposed adjustments, the General Fund Operating Fund Balance is projected to net \$14.9 million at the end of FY 2023-24.

Please refer to the table below for a summary of the impact resulting from the noted proposed transfers:

	FY 22-23 Estimates	FY 23-24 Budget	FY 24-25 Budget
<b>Beginning Fund Balance</b>	<b>\$14,801,500</b>	<b>\$13,377,760</b>	<b>\$14,888,300</b>
Estimated Revenues	\$83,823,200	\$84,831,700	\$86,559,600
Transfers In	5,881,400	6,091,200	9,422,600
Expenses & Uses	-75,038,200	-81,017,500	-85,801,200
<b>Revenue over Expenses</b>	<b>\$14,666,400</b>	<b>\$9,905,400</b>	<b>\$10,181,000</b>
Transfer to Equipment Replacement Fund	-2,400,000	-3,400,000	-3,400,000
Transfer to Capital Improvement Fund	-2,400,000	-3,400,000	-3,400,000
	<b>(\$4,800,000)</b>	<b>(\$6,800,000)</b>	<b>(\$6,800,000)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>\$9,866,400</b>	<b>\$3,105,400</b>	<b>\$3,381,000</b>
<b>Ending Fund Balance</b>	<b>\$24,667,900</b>	<b>\$16,483,160</b>	<b>\$18,269,300</b>

**Council Approved and Policy Transfers:**

Transfer to Equipment Replacement Fund (FY 22-23 Surplus)	<b>(9,822,500)</b>	-	-
Transfer to Emergency Reserve Fund (20% Level)	<b>(1,467,640)</b>	<b>(1,594,860)</b>	<b>(957,740)</b>
<b>Final Ending Fund Balance</b>	<b>\$13,377,760</b>	<b>\$14,888,300</b>	<b>\$17,311,560</b>

**FY 2023-24 Expected Revenues**

	FY 22-23	FY 23-24	Changes	
	Estimates	Budget	\$	%
Taxes	\$ 58,782,100	\$ 59,314,700	\$ 532,600	0.91%
License & Permits	5,680,500	5,754,900	74,400	1.31%
Fines & Penalties	545,200	502,200	(43,000)	-7.89%
Use Money & Property	1,523,300	1,939,100	415,800	27.30%
Revenue from Other Agencies	8,734,500	8,953,500	219,000	2.51%
Charge Current Services	4,858,600	4,336,500	(522,100)	-10.75%
Library	76,000	82,500	6,500	8.55%
Recreation	1,367,500	1,558,300	190,800	13.95%
Other Revenue	2,255,500	2,390,000	134,500	5.96%
<b>Total Revenue</b>	<b>\$ 83,823,200</b>	<b>\$ 84,831,700</b>	<b>\$ 1,008,500</b>	<b>1.20%</b>

For FY 2023-24, total General Fund revenues are expected to increase 1.20% when compared to FY 2022-23 Year-End Estimates. The largest revenue source to the City's General Fund is from Taxes and Fees. The key revenues under these two groups are: Sales & Use Tax, Property Tax, Utility Users' Tax, Transient Occupancy Tax, and Motor Vehicle License Fees. Their projected receipts are shown in the table below.

Description	FY 2022-23 YE Estimates	FY 2023-24 Proposed Budget	Difference	% Change
Sales and Use Tax	\$ 24,181,100	\$ 24,422,900	\$ 241,800	1.00%
Property Tax	19,045,200	19,524,300	479,100	2.52%
Utility Users' Tax	8,683,900	8,423,000	(260,900)	-3.00%
Transient Occupancy Tax	4,395,800	4,461,700	65,900	1.50%
Motor Vehicle License Fees	8,640,000	8,856,000	216,000	2.50%

**Sales and Transaction Use Tax:** Recent economic data suggests the possibility of a slowing economy and a potential recession. The full impact of transferring ownership of the Shops at Santa Anita from an international market leader to a locally-owned single-entity is also unknown. It is important to note that accurately predicting the timing of a recession is difficult. However, there are positive signs indicating that a slowdown may be further away than initially expected. Factors such as low unemployment, increasing wages, and consistent consumer spending habits contribute to this perspective.

Nevertheless, it is essential to acknowledge the challenges in the overall economic landscape, including the growing reliance on credit cards for consumer spending and a decline in savings. While sales tax could be affected by a recession, recent data indicates that these revenue streams may still experience growth albeit at a slower pace.

For Sales and Transaction Use Tax, the total projection for the upcoming Fiscal Year is \$24.4 million, reflecting a 1.0% increase compared to the previous year's revenues. This projection takes a conservative approach, considering the potential for a slower economy in the latter half of FY 2023-24.

Property Tax: Arcadia's status as a desirable community coupled with its highly regarded public school district, contributes to the City's expectation of ongoing growth in home valuation. However, it is worth noting that home sales and development activities in high-value areas like Arcadia have normalized compared to previous years. Forecasts nevertheless indicate that home sales in California will likely reflect higher price points due to supply scarcity across all price ranges.

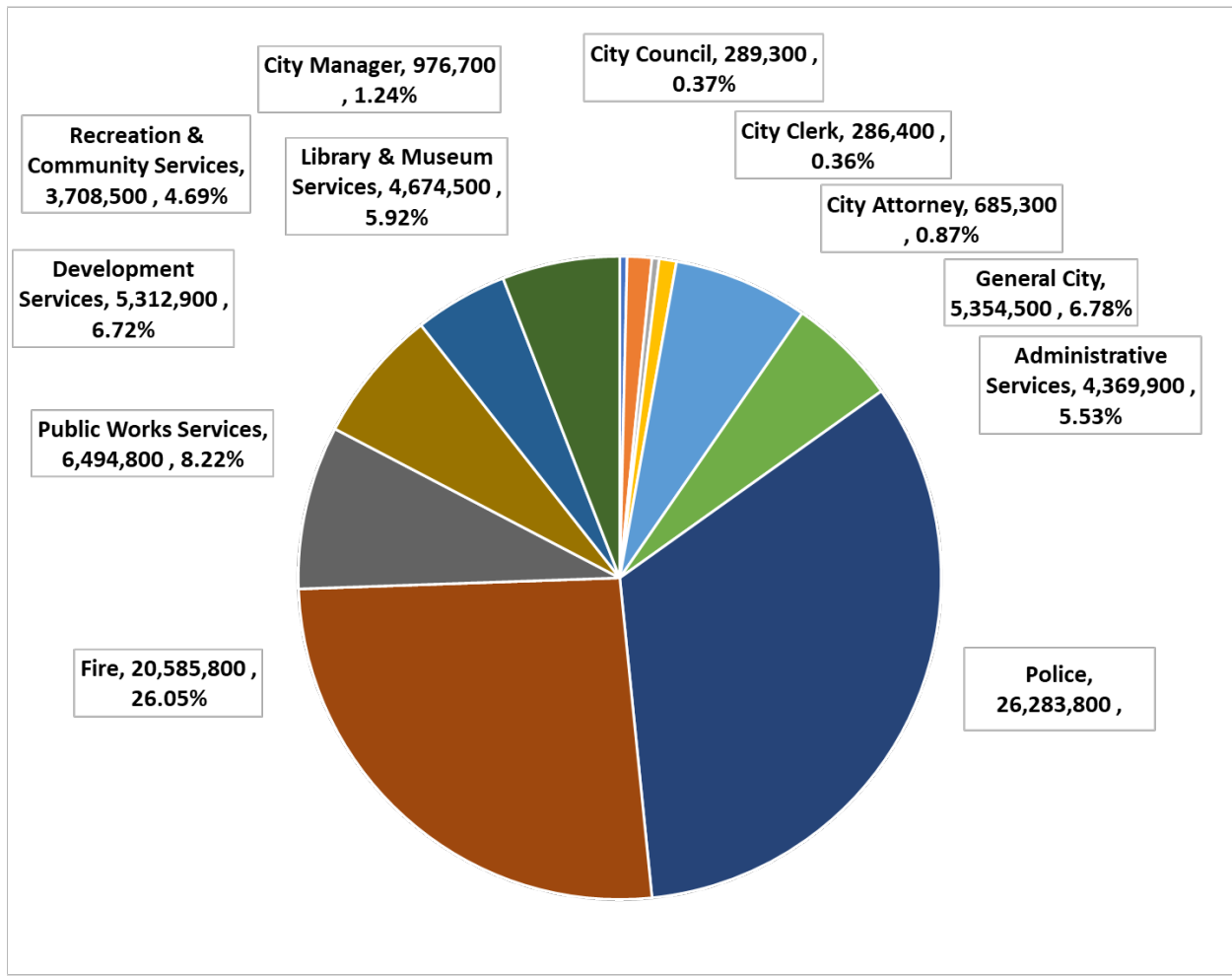
That being said, factors such as the recent increase in interest rates and other uncertainties could potentially lead to a slowdown in home sales activities. To account for this, conservative revenue projections are planned for next FY 2023-24, allowing flexibility to respond if downward trends emerge. The City anticipates a continued growth in Property Tax receipts, estimated at approximately 2.5%, or around \$479,100, for FY 2023-24.

Utility Users' Tax: The projected revenue from the Utility Users' Tax (UUT) is \$8.4 million, representing a 3.0% decrease compared to the Year Ending Estimate for FY 2022-23. The demand for water, electricity, and gas is expected to remain consistent with the previous year's usage; however, a slight reduction in billings is anticipated due to the easing of unusually high demand factors observed in electricity and gas prices as a result of unprecedented cold and wet conditions this past winter.

Transient Occupancy Tax ("TOT"): The TOT revenue projection for FY 2023-24 represents a 1.5% increase compared to the previous year, resulting in expected revenue of \$4.5 million. Compared to the prior year's ending estimate of \$4.4 million, this is a conservative growth estimate for this revenue category.

Motor Vehicle License Fees ("VLF"): The Motor Vehicle License Fees ("VLF") tax is projected to increase by 2.5%, generating \$8.9 million in revenue next Fiscal Year. In recent years, the demand for automobiles has outpaced supply, resulting in significantly higher prices for both new and used vehicles, producing more VLF revenue. Current trends are expected to continue and the City should continue to benefit from higher vehicle prices into the next Fiscal Year and strong growth in this revenue stream.

**FY 2023-24 Proposed Expenses**



The proposed FY 2023-24 Operating Budget sets total operating expenditure at \$79.0 million, representing a 3.1% increase compared to the previous year's Revised Budget of \$76.6 million. It is important to highlight that the FY 2023-24 Operating Budget remains largely unchanged, apart from contractual increases from multi-year service agreements and the salary and benefits impacts of the final year of a three-year labor agreement.

Furthermore, the budget allocates higher funds for "prefunding" long-term benefit accounts, including the City's Retiree Medical Benefit (Other Post Employee Benefit liabilities) and the Advance Discretionary Payment to CalPERS, with the aim of achieving a higher funding status. These two-line items amount to \$2.9 million, representing an increase of approximately \$1.2 million compared to the previous year.

As the City transitions back to a more normalized state, the proposed budget balances inflationary increases and the addition of new services by implementing several cost control measures. In addition, this budget includes higher annual transfers of \$3.4 million

each to the Capital and Equipment Replacement Funds, allowing the City to make vital capital investments it has previously deferred with its surplus revenues. Through careful cost management, the budget maintains a balanced approach, resulting in negligible impacts on the overall operating expenditures.

### **Proposed New Programs**

New programs and expenditures are presented from various departments to respond to emerging operational needs as well as to respond to direction received at the City Council Study Session and City Council meetings. New programs proposed for the FY 2023-24 budget total \$1,003,900 and are described in the following section.

**Administrative Services Department: Accountant (\$113,100):** Currently, the Finance Division comprises 1 Senior Accountant, 1 Accountant, 1 Accounting Specialist (Payroll), and 2 Sr. Account Technicians. Previously, there were 3 Sr. Account Technicians, but one position was transferred to Public Works Services as part of the utility billing transition for water and sewer service. While the billing responsibilities shifted to Public Works Services, certain aspects of the position remained with Finance, primarily revenue interface and receivables reconciliation.

Moreover, the department has experienced significant increases in controller billings resulting from inspections and false alarms. The billing volume has risen from 1,400 to approximately 3,400 per year, necessitating additional time to address inquiries and collections. Grant compliance and audit requirements have also increased due to the City's successful acquisition of a higher volume of grants in recent years.

Given the increased workload in Finance and the upcoming implementation of a new Enterprise Resource Planning (ERP) system, it is essential to introduce a new Accountant position. This addition would provide ongoing support, particularly during the ERP implementation phase, ensuring continuity of operations throughout the year.

**Administrative Services Department: Full-Time Administrative Assistant (Conversion Cost \$54,600):** The Human Resources Division currently has a temporary part-time Administrative Assistant position. This role provides support for various Human Resources functions, including data entry, counter and phone coverage, mail distribution, filing, and assistance with billing reconciliation. Additionally, the Administrative Assistant assists the entire Administrative Services Department by redirecting phone calls and addressing basic inquiries from customers.

However, the part-time nature of this non-benefited position imposes limitations on both Human Resources and the Department as a whole. With less than 20 hours per week, the Administrative Assistant's role is underutilized and results in many of their tasks being distributed among the rest of the team for completion each day. The existing level of administrative support is insufficient when compared to the needs of the Department and its customers, requiring existing staff members to work inefficiently and perform duties

that can be handled by an Administrative Assistant. Expanding this position to correspond with the Department's workload allows the team to provide a higher level of support to all City departments and external customers.

**City Manager Office: Arcadia Community Survey (\$30,000):** Conducting regular surveys of residents and customers is a common practice for local governments. These surveys provide vital data to understand satisfaction levels with City services and the overall quality of life in the community. This budget request is to allocate funds for a one-time, statistically-valid survey that gathers input from a representative sample of Arcadia residents.

The allocated funding would cover various aspects of the survey, including the creation and administration of surveys through mailed invitations for both paper and digital formats. Additionally, it would encompass the analysis and presentation of summary results, benchmark data, geographic breakdowns as well as the ability to include custom questions and track trends over time. It is worth noting that Arcadia has never undertaken a community survey of this magnitude and that survey materials will be translated into simplified Chinese to encourage participation from all residents.

The survey data will offer valuable information to City leadership regarding resident satisfaction levels with core services such as public safety, parks and recreation, community events, retail opportunities, arts and culture, jobs and economic development, transportation, mobility, access to government services, communication and engagement, transparency, and overall quality of life in Arcadia. These findings will establish a baseline understanding of residents' attitudes, beliefs, and opinions, serving as a reference point for future evaluations and comparisons. This data-driven approach will help the City align services and initiatives with community needs and aspirations, ensuring continuous improvement and informed decision-making into the future.

**Development Services: EnerGov Phase 2 – e-Reviews for Plan-Check and Business License Module (\$82,330):** Since its implementation in 2017, the EnerGov permitting system has been successfully utilized by the Development Services Department and Public Works Department. Building on this success, the Departments are now prepared to embrace the eReviews feature, which will streamline the submission and review process for structural plans by enabling online accessibility, file viewing, and permit issuance. This transition brings significant advantages to applicants as well, as they can conveniently review comments online and electronically resubmit plans without the need for printing or in-person submissions. This not only saves costs but also reduces turnaround time.

As part of this change, plan-checkers in each department will need to upgrade their computer monitors to 43 inches, including the counter monitors. Moreover, certain divisions will make modifications to their work environment, such as implementing new computer systems, incorporating standing tables, and introducing dividers between

desks. These enhancements are necessary to facilitate efficient viewing of the structural plans.

Furthermore, the transition to Energov will be completed with the inclusion of the Business License module, which will align all divisions within the Department on a unified platform. The software advancements made by the vendor will better support the Department's operations and further enhance efficiency and coordination across divisions.

**Development Services: Downtown Lighting and Image Improvements (ARPA Funding \$150,000):** Proposed use of ARPA funds to implement the following substantial improvements in the Downtown Commercial District of Arcadia:

1. Enhance Tree Lighting and Electrical Infrastructure: Allocate funds to replace the aging up-lights, tree-mounted power boxes, and electrical conduit for the 68 palm trees in Downtown Arcadia. These components were originally installed as part of the Downtown 2000 Beautification Project in the 1990s and have now reached the end of their lifecycle. This upgrade will ensure proper functionality, aesthetics, and safety. The estimated cost for this project is \$75,000.

2. Installation of Over-the-Street Banners: Allocate funds to install a new permanent Over-the-Street Banner system on First Ave, spanning between Huntington Drive and Alta Street. This installation will serve as a dedicated space for the Downtown Arcadia Improvement Association ("DAIA") and other community organizations to showcase banners and promote events, eliminating the need for temporary setups. This enhancement will contribute to the vibrancy and identity of the Downtown area. The estimated cost for this project is \$25,000.

3. Streetscape Infrastructure Refresh: Allocate funds for miscellaneous improvements to refresh, repair, or replace elements of the existing streetscape infrastructure from the Downtown 2000 project. This may include improvements to planters, lighting fixtures, and signage, among other components. These enhancements will revitalize the streetscape, maintaining a visually appealing and welcoming environment for businesses, residents, and visitors alike. The estimated cost for this project will not exceed \$50,000.

**Fire Department: Basic Life Support ("BLS") Peak Hours Ambulance (General Fund \$179,740 / Equipment Replacement Fund \$731,600):** The proposed program, "BLS Peak Hours Ambulance," aims to address the increased demand for medical services during peak hours in the City of Arcadia. Currently, the Fire Department's two Rescue Ambulances are often unavailable due to high call volumes and longer hospital bed wait times. To ensure timely response to additional medical incidents, the Fire Department plans to introduce a Basic Life Support (BLS) ambulance, which will primarily transport patients requiring BLS level care. By doing so, the availability of the Department's Advanced Life Support (ALS) rescue ambulances will be enhanced for incidents necessitating higher levels of medical care. Furthermore, during significant, larger scale incidents, the BLS ambulance will serve as an additional medical resource.

Introducing a BLS peak hours ambulance will improve the Fire Department's services to the community in several ways. Firstly, it will provide coverage for incidents that currently require assistance from neighboring jurisdictions, reducing the need for automatic aid responses. This will enable the Fire Department to maximize cost recovery generated by medical transport and minimize response times for incidents requiring an ambulance from outside the city. Additionally, the proximity of the BLS ambulance will result in a modest decrease in response times for City of Arcadia residents.

The program proposes staffing two BLS ambulance operators for 12-hour shifts, from the hours of 8:00 a.m. to 8:00 p.m., seven days a week. Included in the program cost is the purchase of one new Rescue Ambulance, which totals \$731,600 (\$634,800 for the vehicle and \$96,800 for upfitting costs) budgeted in the Equipment Replacement Fund. Some of these costs will be recovered through additional billings for the transportation of patients that were previously handled by other agencies supporting the City when necessary.

**Fire Department: Administrative/ Training Fire Captain Expanded to Full-Time Position (\$248,270):** This program aims to enhance the existing temporary Training Captain position approved for Fiscal Year 2022-23 by establishing a permanent Administrative/Training Fire Captain position. The need for this upgrade is driven by vacancies in the Firefighter and Fire Engineer ranks resulting from personnel departures. The Training Captain has played a crucial role in providing essential training to both probationary members and in-service personnel.

In addition to the responsibilities established in the previous year such as scheduling in-service training, conducting multi-company drills, and evaluating probationary examinations, the Administrative/Training Fire Captain will also take on additional administrative duties to assist the Fire Department's command staff with various projects.

It is anticipated that this position will dedicate over 400 hours to training Department members and continue to serve as a consistent evaluator for probationary firefighters. Creating this position will also result in the promotion of one Fire Captain, while the added administrative support will help balance the workload of the command staff and enable them to focus on pursuing new projects that benefit both the Department and the City.

Through careful planning and coordination of training exercises, this position will contribute to minimizing the impact on the community by reducing the amount of time crews spend out of service. With enhanced administrative support and collaboration with the command staff, the implementation of new projects will generate positive outcomes for the City and improve overall operations within the Fire Department.

**Fire Department: Addition of one Fire Prevention Specialist to the Fire Prevention Bureau (General Fund \$99,900 / AQMD \$54,000):** To further enhance the Fire Prevention Bureau, the addition of one (1) Fire Prevention Specialist is being proposed. Over the years, the construction of multiple projects with increased density has led to a significant rise in the number of annual inspections, increasing from 1,470 in 2004 to

3,484 today; this represents a 137% increase in the workload for annual inspections. Furthermore, the complexity of these new buildings necessitates enhanced technical expertise within the annual inspection program. The introduction of a new Fire Prevention Specialist will play a vital role in ensuring that the City maintains an adequate level of fire and life safety.

This request also includes the acquisition of one (1) new all-electric vehicle and the installation of a charging station. Both the vehicle and the charging station comply with the requirements set by the Air Quality Management District ("AQMD") and will be fully funded using the allocated AQMD funding source. The total cost for the vehicle and charging station amounts to \$54,000.

**Library & Museum: Third Party Notification System for Items Outstanding (\$10,000):** To enhance communication with patrons and ensure timely notifications, it is proposed to implement an SMS alert and messaging system. This system would be utilized to inform patrons about upcoming due items, items on hold, and even overdue materials. The intention is to address the limitations of the current email notification system within the Integrated Library System ("ILS"). Occasionally, emails sent through the system are blocked by recipients' email providers, resulting in patrons not receiving important notifications in a timely manner.

By implementing an SMS alert and messaging system, electronic communication with patrons would be significantly improved. This would reduce the reliance on emails that may get blocked by third-party carriers, ensuring that patrons receive essential notifications without any disruptions. Additionally, this system would help reach patrons who prefer to receive updates through text messages, providing them with convenient and reliable means of staying informed about their library account and materials.

By diversifying the notification channels and reducing the occurrence of blocked emails, the proposed SMS alert and messaging system will enhance the overall patron experience and improve the effectiveness of electronic communication within the library.

**Police Department: License to Carry a Concealed Weapon ("CCW") Psychological Testing (\$25,500):** As per the requirements outlined in Penal Code 26190(f)(1), Penal Code 26190(f)(2), and Arcadia Police Department Policy Section 218.4.2(b), the Chief of Police has the authority to mandate that CCW (Carry Concealed Weapon) applicants undergo psychological testing conducted by an authorized psychologist selected by the Department. This testing is an integral part of the evaluation process to determine the applicant's eligibility for a CCW license. The Department has established a contract with a licensed police department psychologist to administer the psychological tests, with each test costing \$450.

According to Penal Code 26190(f)(1) and 26190(f)(2), the CCW applicant can only be charged a maximum of \$150 for the psychological test. Consequently, the City is responsible for covering the remaining cost of \$300 that exceeds the applicant's payment.

Based on the recent influx of CCW applications following the ruling of *New York State Rifle & Pistol Association v Bruen*, 142 S. Ct. 2111 (2022), the Department anticipates receiving approximately 85 initial CCW applications per year. Considering that CCW licenses are valid for two years and require renewal, it is projected that an equal number of CCW renewal applicants per year will necessitate psychological testing starting in 2025.

This adherence to the law and departmental policies ensures that the evaluation process for CCW applicants includes essential psychological testing, with the associated costs being appropriately managed and distributed between the applicants and the City.

**Public Works Services: Project Manager Position (General Fund \$76,200 / Other Funds \$76,200):** The Public Works Services Department (“PWSD”) plays a crucial role in maintaining and repairing the City's publicly-owned infrastructure and facilities. This encompasses a wide range of responsibilities, including the upkeep of City buildings, parks, trees, 147 miles of roadway, 138 miles of sanitary sewer system pipeline, and the City's water distribution system, which serves more than 56,000 residents through approximately 14,000 connections.

To ensure the proper functioning of the City's infrastructure, the PWSD carefully schedules various annual improvement projects such as pavement rehabilitation, slurry seal improvements, water valve replacements, sewer-main replacements, water-main replacements, and facility enhancements. To enhance the efficiency of completing these construction projects, the PWSD is requesting the addition of a Project Manager to their team.

By incorporating a dedicated Project Manager, the PWSD aims to streamline the execution of capital improvement projects. This role would focus solely on overseeing all aspects of project development and construction. The Project Manager would possess advanced knowledge in engineering and architectural design principles, practices, and procedures, as well as expertise in estimating and project accounting. This position would primarily focus on complex construction management for the City's capital projects, with an emphasis on the construction phases of each project.

The Project Manager cost is \$152,400 starting in Fiscal Year 2023-24. The funding for this position would be allocated from various sources, with 50% from the General Fund, 25% from Water Fund, and 25% from Sewer Fund.

**Parks and Recreation: Arcadia branded items to sell at the Gift Shop (\$7,500):** The Arcadia Gift Shop is an exciting initiative that aims to offer a wide range of merchandise showcasing Arcadia's spirit and pride. The shop will feature a variety of items such as t-shirts, sweatshirts, hats, cups, bags, and more, all branded with Arcadia designs. To ensure smooth operations, the plan is to utilize existing staff members and volunteers who are dedicated to supporting the gift shop program.

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In terms of revenue, the projected amount is \$9,000. The pricing strategy will involve a markup ranging from 10% to 25% on the cost of the merchandise, ensuring a reasonable profit margin for the shop. Start-up costs for the Gift Shop should total about \$7,500 and will cover essential expenses such as inventory acquisition, display fixtures, point-of-sale systems, and any necessary marketing materials or signage. Overall, the Arcadia Gift Shop presents an opportunity for residents and visitors to proudly display their connection to the City. It will not only generate revenue, but also foster a sense of community and belonging among individuals who choose to support and engage with the shop.

Proposed New Programs	FY 2023-24 Start Up Costs	Ongoing Annual Costs
<b>City Manager</b>		
Arcadia Community Survey	\$ 30,000	\$ -
<b>Administrative Services</b>		
Accountant	113,100	117,600
Full Time Administrative Assistant	54,900	57,100
<b>Police</b>		
Concealed Weapon Psychological Testing	25,000	25,000
<b>Fire</b>		
New Fire Prevention Specialist	153,900	103,900
New Vehicle for Fire Prevention Specialist	54,000	-
Expand Administrative/Training Captain Full Time Position	248,300	256,200
BLS Peak Hours Ambulance Operators	131,500	136,800
New BLS Peak Hours Ambulance	100,000	-
New Fire Utility Truck	731,600	-
<b>Public Works Services</b>		
Project Manager	152,400	158,500
<b>Development Services</b>		
EnerGov Phase 2 - e-Review for Plan Check and Business License	82,300	20,700
<b>Parks and Recreation</b>		
Arcadia Branded Merchandise	7,500	7,500
<b>Library and Museum</b>		
3rd Party Notification System for Outstanding Items	10,000	10,000
<b>Total New Programs</b>	<b>\$ 1,894,500</b>	<b>\$ 893,300</b>
Programs Funded by Equipment Replacement Fund	(885,600)	-
<b>Total New Programs (General Fund)</b>	<b>\$ 1,008,900</b>	<b>\$ 893,300</b>

**Capital Improvement and Equipment Replacement Funds**

In recent years, the City has successfully accumulated funds in the Capital Improvement and Equipment Replacement Funds to save for significant purchases that occur intermittently. The balance of each fund has grown through financial prudence and by transferring excess funds from the General Fund at the end of each fiscal year. Specifically, staff has a goal of transferring at least the 10-year average expenditure from each account from the General Fund. Despite the current balances, it remains crucial for the City to continue its practice of adding to these funds and avoid the precariously low-

levels that followed the Great Recession of 2008. To establish a sustainable fund balance for future purchases and projects, the FY 2023-24 Budget proposes a transfer of \$6.8 million from the General Fund, with \$3.4 million allocated to the Capital Improvement Fund and \$3.4 million to the Equipment Replacement Fund.

The FY 2023-24 Capital Improvement Plan entails 41 projects, with a total expenditure of \$15.8 million. Of this amount, \$6.2 million will be funded from the Capital Improvement Fund. The Capital Improvement Fund primarily supports crucial maintenance initiatives such as pavement rehabilitation, building repairs, and parks maintenance. The following table provides a summary of some major proposed projects scheduled for the year.

<b>FY 2023-24 MAJOR CAPITAL IMPROVEMENT PROJECTS</b>		
<b>Project Description</b>	<b>Project Budget</b>	<b>Funding Source</b>
<b>Annual Slurry Seal Program</b>	\$1,320,000	Capital Improvement Fund
<b>Advanced Metering Infrastructure (AMI)/ Meter Replacement Program</b>	\$1,200,000	ARPA Fund
<b>Bonita Park Concession Building Improvement Project</b>	\$1,700,000	Park & Recreation Facilities Fund
<b>Pavement Rehabilitation Program</b>	\$2,255,000	Capital Improvement \$1.05Mil & RMRP (SB1) - \$1.2Mil
<b>City Facilities Exterior Painting</b>	\$300,000	Capital Improvement Fund
<b>Water Main Replacement Program</b>	\$520,000	ARPA Fund
<b>City Facilities Reroof</b>	\$1,500,000	Capital Improvement Fund
<b>Arterial and Pavement Rehabilitation</b>	\$900,000	Prop C

The Equipment Replacement Fund plays a critical role in funding essential equipment such as computers, vehicles, and major office equipment. To ensure the sustainability of the Equipment Fund, an annual transfer of \$2.4 million from the General Fund was initially estimated. However, a recent review of this amount has revealed that an increased annual transfer of \$3.4 million is now necessary to accommodate rising costs from inflation and the demand for new equipment.

In the proposed budget, there is a higher number of vehicle replacements planned, specifically, heavy-duty vehicles used by the Public Works, Fire, and Police Departments.

The City follows a practice of extending the lifespan of vehicles beyond their typical expectancy, evaluating factors such as mileage and annual maintenance costs to determine when replacements are necessary. However, this year, an increased number of vehicles are budgeted for replacement due to manufacturing backlogs caused by the COVID-19 pandemic, resulting in projected waiting periods of up to 24 months. Consequently, most sedans, particularly Police Patrol vehicles, are being pre-ordered in anticipation of these delays. In addition to the sedans, the Water Division of Public Works will require the replacement of a heavy-duty valve truck, and the Streets Division will need a new CNG Street Sweeper.

In addition to the proposed equipment replacements, the City is seeking to acquire a new Rescue Ambulance (“RA”) to support the proposed Basic Life Support (“BLS”) "Peak Hours" Program. The program addresses the increased call volume and longer hospital bed wait times experienced during peak hours. The new ambulance will be deployed during this period when the existing two RAs are unavailable to respond to additional medical incidents in the City.

The Equipment Replacement Fund encompasses a comprehensive list of 41 equipment purchases, totaling \$5.1 million. Eighty percent of the \$5.1 million (or \$4.1 million) will be funded by the Equipment Replacement Fund. The table below provides a summary of some of the significant equipment purchases proposed for the upcoming period.

<b>FY 2023-24 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
<b>Street Vehicle Replacements:</b>		
<ul style="list-style-type: none"> <li>▪ Heavy Duty Stake Bed Truck</li> <li>▪ ¾ Ton Pickup Truck (2)</li> <li>▪ CNG Street Sweeper</li> <li>▪ ¾ Ton Stake Bed Truck</li> <li>▪ ½ Ton Pickup Truck</li> <li>▪ Installation of equipment and accessories</li> </ul>	\$1,460,700	Equipment Replacement
<b>Water Vehicle Replacements:</b>		
<ul style="list-style-type: none"> <li>• Dump Truck</li> <li>▪ ¾ Ton Pickup Trucks (3)</li> <li>▪ Installation of equipment and accessories</li> </ul>	\$619,900	Water Fund
Fire Rescue Ambulance & installation of equipment and accessories	\$731,600	Equipment Replacement

<b>FY 2023-24 MAJOR EQUIPMENT REPLACEMENT PURCHASES</b>		
<b>Equipment Replacement Description</b>	<b>Replacement Budget</b>	<b>Funding Source</b>
Fire Dept. - Communication & Technology Equipment Replacement	\$280,000	Equipment Replacement

Ensuring the steady deposit of funds into these vital accounts, at or above the minimum required contributions, is of utmost importance for the City in the coming years. With this approach, the City can maintain sustainable funding levels for these accounts. This proactive approach is crucial in preventing failure of the City's infrastructure system and ensuring staff has the necessary tools and equipment to carry out their essential duties. Taking these steps will contribute to a thriving and well-maintained cityscape, enhancing the overall quality of life for residents and supporting the efficient functioning of municipal services.

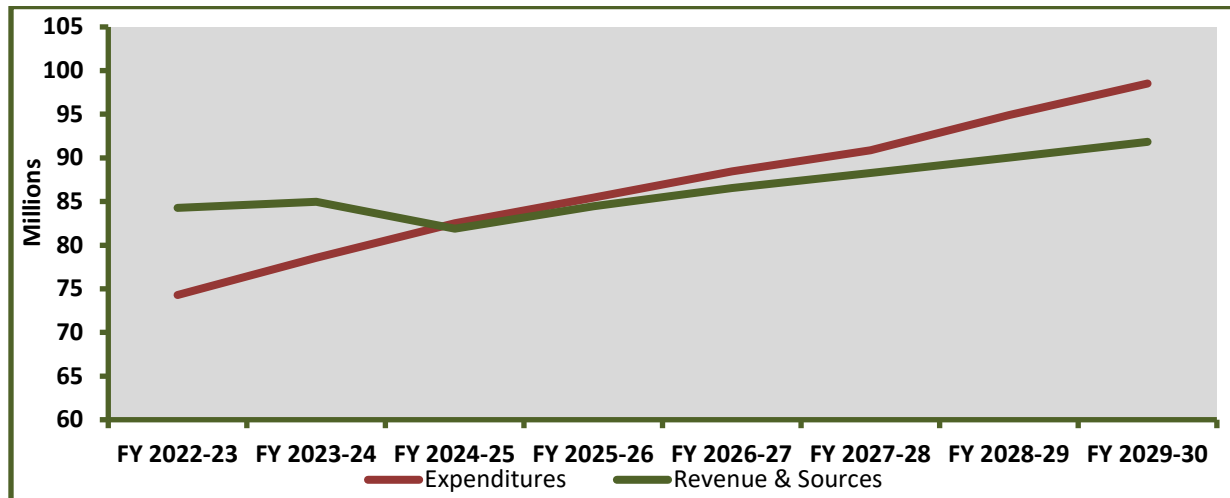
**ECONOMIC OUTLOOK**

The General Fund FY 2023-24 operating budget reflects a cautiously optimistic outlook following the recovery from the economic challenges brought about by the COVID-19 pandemic. Thanks to strong fiscal management and the successful implementation of a Transaction Use Tax in 2019, the City has been able to maintain the high level of services that the community has come to expect. These prudent financial practices have positioned the City favorably, leading to a projected surplus for FY 2023-24, despite the possibility of a moderate or stagnant economic environment that could impact revenue streams.

While concerns about inflation, supply chain disruptions, and a slowing economy persist, the actual impact on the economy remains uncertain. Economic indicators suggest the potential for a recession, but accurately predicting its timing is difficult. Nonetheless, the City is prepared to navigate these challenges, leveraging its financial stability and proactive measures to adapt and thrive in any economic scenario. By maintaining a positive and proactive approach, the City remains well-equipped to overcome uncertainties and continue delivering excellent service to the community.

Considering the aforementioned factors, a budget stress test was conducted to assess the potential financial trajectory of the City in the future. The stress test scenario assumed a recession would occur in the latter half of FY 2023-24, followed by a slow recovery that would require multiple years to normalize.

**Recessionary Stress Test: 5-Year Budget Outlook**



The results of the stress test reveal a positive outlook, indicating that even in the event of a recession, the projected annual deficits would range from 0.9% to 5.5%, equivalent to approximately \$640,000 to \$4.9 million. These deficit figures are within manageable limits and can be addressed through feasible cost-saving measures, or if necessary, modest budget reductions. The City has consistently demonstrated its adaptability and ingenuity in maintaining critical services during challenging economic conditions, effectively delivering what residents and businesses value the most. Moreover, historical budget performance from previous years aligns with the projected deficit figures, further instilling confidence in the City's ability to navigate these uncertainties successfully. Finally, when more traditional recovery is anticipated, the stress test showed positive net operating balances over the 5-year projections.

**CONCLUSION**

The proposed FY 2023-24 General Fund Operating Budget demonstrates a balanced financial position, with a projected surplus of \$3.1 million. This surplus is a result of Total Operating Revenues and Transfers In amounting to \$90.9 million, net of Operating Expenditures and Transfers Out totaling \$87.8 million.

The City's commitment to conservative spending practices has allowed for the accumulation of savings, providing a cushion to navigate economic uncertainties in the short term. This prudent approach also enables the City to plan and execute long-term strategies effectively. By adopting this Budget, City staff will maintain their dedication to delivering exceptional services to the community while upholding fiscal responsibility.

To move forward with the proposed budget and ensure effective financial planning, it is recommended that the City Council adopt the proposed Resolutions, which include

enacting the FY 2023-24 Operating Budget as well as the Five-Year Capital and Equipment Replacement Plans.

Attached to this staff report are the following:

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

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

### **RECOMMENDATION**

It is recommended that the City Council:

- 1) Adopt Resolution No. 7500 adopting a Budget for Fiscal Year 2023-24 and appropriating the amounts specified therein as expenditures from various funds; and
- 2) Adopt Resolution No. 7501 adopting a Capital Improvement and Equipment Plan for the Fiscal Years 2023-24 through 2027-28.

Attachments:           Exhibit “A” – All Funds Operating Budget Summary  
                                  Exhibit “B” – Five-Year Summary of Capital and Equipment Plan  
                                  Resolution No. 7500  
                                  Resolution No. 7501

**CITY OF ARCADIA  
SUMMARY BY FUND  
FISCAL YEAR 2023-2024 PROPOSED BUDGET**

Fund	SOURCES OF FUNDS				USES OF FUNDS			Ending Fund Balance FY23-24
	Beginning Fund FY23-24	Outside Sources	Transfer In	Total	Appropriation	Transfer Out	Total	
General Fund	24,667,900	84,831,700	6,091,200	115,590,800	80,026,300	7,786,200	87,812,500	27,778,300
Narcotic Seizure Federal	164,200	34,900	0	199,100	0	0	0	199,100
COPS	255,500	177,700	0	433,200	179,600	0	179,600	253,600
Medical/Dental	456,800	0	4,706,200	5,163,000	4,704,600	1,600	4,706,200	456,800
Local Law Enforcement	0	110,000	135,300	245,300	245,300	0	245,300	0
IRS Task Force	466,500	14,000	0	480,500	0	0	0	480,500
Worker Compensation/Liability	5,331,900	160,000	2,710,100	8,202,000	2,944,900	0	2,944,900	5,257,100
Homeland Security	(23,600)	0	0	(23,600)	0	0	0	(23,600)
Library State Grant	600	0	0	600	0	0	0	600
Homelessness Plan	0	355,000	0	355,000	355,000	0	355,000	0
Office of Traffic Safety Grant	3,600	79,300	0	82,900	79,300	0	79,300	3,600
California OES HSGP	(39,800)	72,000	0	32,200	72,000	0	72,000	(39,800)
Autotheft Prevention Taskforce	5,500	0	0	5,500	0	0	0	5,500
Misc. P.E.R.S. Employee Retirement Fund	0	0	0	0	0	0	0	0
Emergency Reserve	14,447,800	0	0	14,447,800	0	0	0	14,447,800
Emergency Response	2,792,000	0	0	2,792,000	0	0	0	2,792,000
America Rescue Plan Act	6,512,800	0	0	6,512,800	4,293,000	0	4,293,000	2,219,800
Public, Educational/Governmental Access	1,106,800	113,200	0	1,220,000	0	0	0	1,220,000
Parks & Recreation	8,637,700	1,659,100	0	10,296,800	6,061,100	34,200	6,095,300	4,201,500
Used Oil Grant	17,200	16,000	0	33,200	7,000	0	7,000	26,200
DOC Beverage Grant	71,300	16,600	0	87,900	14,500	0	14,500	73,400
Traffic Safety	0	152,000	0	152,000	0	152,000	152,000	0
Solid Waste	2,025,000	760,800	0	2,785,800	532,300	300,000	832,300	1,953,500
Measure W - Safe Clean Water Program	1,813,300	1,074,400	0	2,887,700	621,000	0	621,000	2,266,700
Dow Settlement Fund	5,637,400	169,100	0	5,806,500	0	0	0	5,806,500
State Gas Tax	(275,700)	1,609,500	0	1,333,800	0	1,400,000	1,400,000	(66,200)
Road Maintenance/Rehabilitation Act	1,574,300	1,453,600	0	3,027,900	2,400,000	0	2,400,000	627,900
Air Quality Management District	132,400	78,500	0	210,900	108,400	0	108,400	102,500
Community Development Block Grant	0	323,900	0	323,900	323,900	0	323,900	0
Santa Anita Grade Separation	731,000	21,900	0	752,900	0	0	0	752,900
Transit	376,500	3,447,300	674,300	4,498,100	3,437,300	0	3,437,300	1,060,800
Proposition A	3,016,000	1,707,000	0	4,723,000	296,700	1,352,600	1,649,300	3,073,700
Transportation Impact Fund	106,400	183,700	0	290,100	614,300	0	614,300	(324,200)
Proposition C	2,724,200	3,122,500	0	5,846,700	5,904,200	0	5,904,200	(57,500)
TDA Article 3 Bikeway	6,200	0	0	6,200	0	0	0	6,200
STPL & ITS Special Fund	0	0	0	0	0	0	0	0
Measure R	1,873,200	931,200	0	2,804,400	1,480,300	901,700	2,382,000	422,400
Measure M	1,778,800	1,045,200	0	2,824,000	2,167,000	0	2,167,000	657,000
Capital Improvement	11,181,300	767,400	3,400,000	15,348,700	9,776,700	0	9,776,700	5,572,000
City Hall Reserve	100	0	0	100	0	0	0	100
Lighting Maintenance	173,700	1,383,000	868,000	2,424,700	1,446,600	0	1,446,600	978,100
Water Fund	(3,003,500)	16,006,600	0	13,003,100	18,796,500	0	18,796,500	(5,793,400)
Sewer Fund	5,277,400	2,691,300	0	7,968,700	2,932,700	0	2,932,700	5,036,000
Par 3 Golf Course Fund	1,895,600	1,982,800	0	3,878,400	1,245,000	0	1,245,000	2,633,400
Equipment Replacement	6,689,600	206,100	3,400,000	10,295,700	5,817,400	34,500	5,851,900	4,443,800
Redevelopment Successor Agency	(6,942,300)	1,753,400	0	(5,188,900)	1,753,400	0	1,753,400	(6,942,300)
General Obligation Bond 2012	396,800	428,900	0	825,700	406,300	0	406,300	419,400
General Obligation Bond 2011	450,500	435,800	0	886,300	522,100	0	522,100	364,200
General Obligation Bonds 2020	4,300	5,875,300	0	5,879,600	5,875,300	0	5,875,300	4,300
<b>Total</b>	<b>102,517,200</b>	<b>135,250,700</b>	<b>21,985,100</b>	<b>259,753,000</b>	<b>165,440,000</b>	<b>11,962,800</b>	<b>177,402,800</b>	<b>82,350,200</b>

**CITY OF ARCADIA  
SUMMARY OF PROPOSED FIVE YEAR CAPITAL PROGRAMS  
FISCAL YEAR 2023-24 THROUGH 2027-28**

	ESTIMATED FUNDS 7/01/2023	ESTIMATED FIVE-YEAR REVENUE	PROPOSED FIVE-YEAR EXPENDITURE	ESTIMATED FUNDS 6/30/2028
<b>CAPITAL OUTLAY FUND</b>	11,180,400	22,906,400	(27,943,400)	6,143,400
<b>PARK AND RECREATION FUND</b>	8,557,700	7,099,900	(6,244,300)	9,413,300
<b>MEASURE W CLEAN, SAFE WATER PROGRAM</b>	1,782,700	5,552,200	(2,705,000)	4,629,900
<b>GAS TAX (HUTA) FUND</b>	(308,700)	8,080,900	(7,015,000)	757,200
<b>ROAD MAINTENANCE AND REHABILITATION PROGRAM</b>	1,574,300	7,177,600	(7,200,000)	1,551,900
<b>AQMD</b>	132,900	400,800	(198,400)	335,300
<b>PROP C LOCAL RETURN</b>	2,935,200	8,445,600	(10,754,400)	626,400
<b>TRANSPORTATION IMPACT FUND</b>	106,400	1,020,000	(1,514,300)	(387,900)
<b>MEASURE R LOCAL RETURN</b>	1,653,700	5,151,400	(6,519,600)	285,500
<b>MEASURE M LOCAL RETURN</b>	2,391,300	7,396,900	(7,726,000)	2,062,200
<b>WATER FACILITY RESERVE</b>	11,863,900	1,147,600	(11,454,500)	1,557,000
<b>WATER EQUIPMENT RESERVE</b>	(133,300)	-	(3,526,000)	(3,659,300)
<b>SEWER FUND</b>	5,079,000	13,747,900	(12,953,200)	5,873,700
<b>EQUIPMENT FUND</b>	6,238,100	17,474,600	(26,424,900)	(2,712,200)

RESOLUTION NO. 7500

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING A BUDGET FOR FISCAL YEAR 2023-2024 AND APPROPRIATING THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE VARIOUS FUNDS

WHEREAS, on June 6, 2023, the City Manager submitted to the City Council a proposed Budget for Fiscal Year 2023-2024, a copy of which is on file in the Office of the City Clerk; and

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

WHEREAS, the aforementioned proposed Budget includes the budget for the ensuing Fiscal Year 2023-2024; and

WHEREAS, notice of the public hearing on the proposed Budget and a summary of the proposed Budget were posted per Resolution No. 7483; and

WHEREAS, the Fiscal Year 2022-23 General Fund operating results is projected to have a \$9.8 million budget surplus; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 6, 2023.

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

SECTION 1. That certain "City of Arcadia Budget, Fiscal Year 2023-2024", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, as the official budget of the City of Arcadia for the Fiscal Year 2023-2024 and the amounts specified therein as expenditures from the funds indicated are hereby appropriated for the purposes specified therein.

SECTION 2. The City Council authorizes the transfer of the projected General Fund surplus for Fiscal Year 2022-23, first to the Emergency Reserve and the remaining to the Equipment Replace Fund.

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

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:



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

RESOLUTION NO. 7501

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING A CAPITAL IMPROVEMENT AND EQUIPMENT PLAN FOR FISCAL YEARS 2023-24 THROUGH 2027- 28

WHEREAS, on June 6, 2023, the City Manager submitted to the City Council a proposed plan entitled, "Capital Improvement and Equipment Plan, Fiscal Years 2023-2028", a copy of which is on file in the office of the City Clerk; and

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

WHEREAS, notice of the public hearing on the proposed Capital Improvement and Equipment Plan was posted per Resolution No. 7483; and

WHEREAS, the duly noticed public hearing was conducted by the City Council on June 6, 2023.

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

SECTION 1. That certain "Capital Improvement and Equipment Plan, Fiscal Years 2023-2028", as on file in the office of the City Clerk, together with any approved amendments thereto, is hereby adopted, in pertinent part, for Fiscal Year 2023-2024.

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

[SIGNATURES ON NEXT PAGE]


Passed, approved and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Administrative Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Hue Quach, Administrative Services Director  
By: Henry Chen, Financial Services Manager/Treasurer

**SUBJECT:** RESOLUTION NO. 7498 ESTABLISHING AND/OR ADJUSTING  
VARIOUS FEES FOR CITY SERVICES

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

On July 21, 2020, the City Council approved a User Fee Cost Recovery Level Policy (User Fee Policy), which provides guidance on cost recovery levels and update frequency. The policy states that the User Fee Schedule will be adjusted annually by either by general increases to total labor costs or the Consumer Price Index for the Los Angeles Urban Wage Earners and Clerical Workers ("CPI-W"), whichever is higher to ensure that fees and cost recovery levels are maintained over time.

Staff performed the calculation based on the CPI-W index for January 2023 and reviewed the proposed updated fees with each department. Some adjustments were made by the department to reflect their discretion, market conditions, and other factors to the calculated new fees.

The proposed resolution would add 19 new fees, increase 633 fees, reduce 2 fees, and leave 77 fees unchanged. Upon implementation, the fees would increase revenues citywide by approximately \$215,000 annually. It is recommended that the City Council conduct a public hearing and adopt Resolution No. 7498 adjusting user fees for the City of Arcadia effective September 1, 2023.

## **BACKGROUND**

The final report from the City's Citizens Financial Advisory Committee ("CFAC") recommended that the City conduct a comprehensive cost analysis of the City's productive hourly rates and user fees, and to adopt a User Fee Policy to provide guidance on the appropriate levels of cost recovery for fee-based activities. The objective was to ensure that the City is fully accounting for the costs and recovering adequate fees for providing those services. The City hired Willdan Financial Services ("Willdan") to prepare

an updated user fee schedule. Their focus was to ensure that the City is utilizing comprehensive overhead rates and accurately accounting for the true cost of providing various programs and services within City operations. Their report identified the recommended charges for City services and the recommended level of cost recovery as determined through discussion with City staff and the City's User Fee Policy, adopted on July 21, 2020.

The User Fee Policy provides guidance on the appropriate levels of cost recovery for fee-based activities. This policy served as a general framework for developing specific user fee recommendations. The philosophy behind the policy and recommended cost recovery level policies is provided below:

1. **Communitywide vs. Private Benefit:** The use of taxpayer dollars is appropriate for services that benefit the community as a whole such as Police Patrol services. When the service or program provides a benefit to specific individuals or groups such as the issuance of building permits, it is common for the individual(s) receiving that benefit to pay for the full cost of that service.
2. **Service Recipient vs. Service Driver:** The concept of the service recipient vs. service driver is particularly important for regulated activities such as development review and public issued permits. Although the community primarily benefits, 100% cost recovery from the "driver" of the need for service is appropriate such as a building permit or Fire Code occupancy permit.
3. **Consistency with City Goals and Policies:** City policies and Council goals related to the community's quality of life may also be factors in setting cost recovery levels. For example, fee levels can be set to promote healthy habits, facilitate environmental stewardship (e.g., encouraging solar panel installations), or discourage certain actions (e.g., false alarms).
4. **Elasticity of Demand for Services:** The level of cost recovery can affect the demand for services. A higher level of cost recovery could ensure the City provides services such as recreational classes or summer camps for children and youth without over-stimulating the market with artificially low prices. Such low prices, which reflect a high General Fund subsidy, may attract participants from other cities or crowd out private options for the same service. However, high-cost recovery levels could negatively impact the demand for such services to low-income individuals, children, or seniors.
5. **Availability of Services from the Private Sector:** High-cost recovery levels are generally sought in situations where the service is available from other sources to preserve taxpayer funds for core City services. Conversely, services that are not available from other sources and are typically unavoidable and primary governmental services typically have low or zero cost recovery levels.

The table below overlays certain cost recovery levels grouped in high (70.1% to 100%), medium (30.1% to 70%), and low (0% to 30%) cost recovery percentage ranges. It is important to note that these groupings provide policy guidance and are not absolute. Overall, the proposed fees in this study generally follow these patterns.

COST RECOVERY LEVELS	COST RECOVERY PERCENTAGE RANGE	POLICY CONSIDERATIONS	FEE EXAMPLES
<b>HIGH</b>	70.1% - 100%	<ul style="list-style-type: none"> <li>Individual users or participants receive most or all the benefit of the service.</li> <li>Other private or public sector alternatives provide the service.</li> <li>The use of the service is specifically discouraged.</li> <li>The service is regulatory in nature</li> </ul>	Business Licenses & Permits  Building & Planning Fees  Attorney Fees  Fire Code Fees  Street Fees
<b>MEDIUM</b>	30.1% - 70%	<ul style="list-style-type: none"> <li>Services having factors associated with the Low and High-cost recovery levels</li> </ul>	Parking Fees  Paramedic Membership  Weed Abatement
<b>LOW</b>	0% - 30%	<ul style="list-style-type: none"> <li>No intended relationship between the amount paid and the benefit received.</li> <li>Fee collection would not be cost effective and/or would discourage compliance with regulatory requirements.</li> <li>No intent to limit the use of the service.</li> <li>Public at large benefits even if they are not the direct users of the service.</li> <li>Affordability of service to low-income residents/seniors</li> </ul>	Recreation Fees (Classes)  Library Fees (Programs)  Facility Rentals

**DISCUSSION**

For Fiscal Year 2023-24, staff has taken the fees from the prior fiscal year and, per the User Fee Policy, adjusted them based on the CPI-W index for January 2023. The Bureau of Labor Statistic calculated the annual inflation factor for March to be 5.4%. The

calculated fees were then provided to each department for their review. Based on each individual department's analysis, some fees were further adjusted to reflect market conditions or other policy considerations.

It is proposed that 19 new fees be added to the fee schedule. These fees are primarily in the Development Services, Police, and Fire Departments. The new Development Services fees are plan review fees for commercial, industrial, and residential development related to Senate Bill (SB) 330, the Housing Accountability Act. An additional fee is being implemented for SB 9 concerning lot splitting. New Fire Department inspection fees are required to adhere to new requirements in the California Fire Code. The Police Department is adding several fees related to the permitting process for concealed carry weapon permits.

The proposed resolution would add 19 new fees, increase 633 fees, reduce 2 fees, and leave 77 fees unchanged. Upon implementation, the increased fees are projected to increase revenues by approximately \$215,000 annually. It is recommended that the City Council conduct a public hearing and adopt Resolution No. 7498 adjusting various fees for the City of Arcadia.

### **PUBLIC COMMENTS/NOTICE**

Consideration of Resolution No. 7498 requires a public hearing, which per Council Resolution No. 7483, was noticed to the public by posting at the Council Chambers, City Clerk's Office, the Public Library and the City's website beginning on May 24, 2023. As of the time this report was written, no comments have been received.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Projecting the fiscal impact of new fees is highly difficult due to the demand-based nature of fees, which fluctuates widely. Nonetheless, a calculation has been created based on percentage increases/decreases proposed in key fee categories. The fiscal impact from the fee adjustments is estimated to generate an additional \$162,000 of revenues annually. Although it should be noted that this estimate is dependent on the level of participation by the users of the services after they become effective on September 1, 2023. The new fees are reflected in the proposed Fiscal Year 2023-24 Budget.

**RECOMMENDATION**

It is recommended that the City Council find this action is exempt from the requirements of the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7498 establishing and/or adjusting various fees for City services effective September 1, 2023.

Approved:



Dominic Lazzaretto  
City Manager

Attachment “A” – Resolution 7498 (includes updated User Fee Schedule as Attachment “A” to the Resolution)

RESOLUTION NO. 7498

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ESTABLISHING AND/OR ADJUSTING VARIOUS FEES FOR CITY SERVICES; AND FINDING THAT THIS RESOLUTION IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

WHEREAS, California State law authorizes the City of Arcadia to collect fees and charges for services, provided such fees and charges do not exceed the reasonable cost of providing the service; and

WHEREAS, the City Council of the City of Arcadia has established certain fees and charges for services provided by the City of Arcadia; and

WHEREAS, the City Council desires to adjust certain fees and charges based upon review of said fees and charges; and

WHEREAS, the City Council has determined that such fees and charges shall be based on reasonable costs to the City for providing said services and updated annually by a CPI factor; and

WHEREAS, the City of Arcadia held a duly noticed Public Hearing to provide public input and review concerning adjustments in rates for said services.

NOW, THEREFORE, the City Council of the City of Arcadia does hereby resolve as follows:

SECTION 1. The establishment and/or adjustment of fees is statutorily exempt from the California Environmental Quality Act ("CEQA"), pursuant to Section 15273 of the CEQA Guidelines (Sections 21080(b)(8) and 21082, Public Resources Code).

SECTION 2. Based on a cost allocation study performed by each City department, the fees set forth in this Resolution are necessary for the purposes set forth

in this Resolution. Said fees do not exceed the estimated costs for providing the applicable services or programs; and the fees are not being imposed for general revenue purposes, but instead for full or partial recovery of the costs of providing said services and programs. Said fees are to cover the costs of various services and programs set forth in the Fee Schedule, attached hereto as Attachment "A".

SECTION 3. The City Council hereby adopts the Fee Schedule, attached hereto as Attachment "A".

SECTION 4. Any fees adopted prior to the adoption of this Resolution which are inconsistent herewith are hereby repealed, effective upon the date the fees set forth in Attachment "A" take effect.

SECTION 5. This Resolution shall become effective June 6, 2023.

SECTION 6. All User Fees, including without limitation development fees, shall be imposed and collected commencing September 1, 2023.

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

[SIGNATURES ON NEXT PAGE]

Passed, approved and adopted this 6th of June 2023.

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Mayor of the City of Arcadia

ATTEST:

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City Clerk

APPROVED AS TO FORM:



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Michael J. Maurer  
City Attorney

# Attachment "A"

## CITY OF ARCADIA USER FEE SCHEDULE EFFECTIVE SEPTEMBER 1, 2023

### MISCELLANEOUS FEES - CITYWIDE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
<b>ARCADIA TRANSIT DIAL-A-RIDE (RESIDENTS ONLY)</b>					
1	Seniors/Disabled single one-way trip	\$ 0.50			\$ 0.50
2	Seniors/Disabled Reduced fare monthly pass	\$ 5.00			\$ 5.00
<b>ARCADIA TRANSIT FIXED ROUTE (GENERAL PUBLIC)</b>					
3	General Public single one-way trip	\$ 0.50			\$ 0.50
4	Seniors/Disabled single one-way trip	\$ -		Free fare for seniors and disabled persons on the fixed route.	\$ -
<b>PHOTOCOPYING FEES (MATERIALS REPRODUCED BY THE CITY)</b>					
5	First 25 pages	Free	per page	For any single document	Free
6	Every page after 25 page	\$ 0.10	per page	For any single document	\$ 0.11
<b>RETURNED CHECKS/INSUFFICIENT FUNDS</b>					
7	Non-Sufficient Check - 1st check passed	\$ 25.00	per returned item		\$ 25.00
8	Non-Sufficient Check - subsequent check to that payee passed in insufficient funds	\$ 35.00	per returned item		\$ 35.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**CITY MANAGER**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
<b>CITY CLERK DUPLICATION SERVICES</b>					
1	Municipal Code	Available for purchase on City's website through Municipal Code Corporation			Available for purchase on City's website through Municipal Code Corporation
2	Copies of City Documents - First 25 pages	Free			Free
3	Copies of City Documents - Every page thereafter	\$ 0.11	per page		\$ 0.11
4	DVD Duplication of City Council Meetings	Actual cost			Actual cost
<b>CITY ATTORNEY FEES</b>					
5	Subpoena for Records	\$ 16.00			\$ 17.00
6	Employee Witness Fees (Subpoena)	\$ 275.00		Set by CA GOV CODE 68097.2	\$ 275.00
7	Recovery of Attorney Fees in any action, administrative proceeding or special proceeding to abate a public nuisance	Actual Cost			Actual Cost
8	City Attorney Pass Through Fees	City Attorney Private Law rate minus a 10%			City Attorney Private Law rate minus a 10%
9	Flashdrive	\$ 5.25			\$ 5.50
10	Notary Fee	\$ 15.00		Set by CA GOV CODE 8211	\$ 15.00
11	Special Event Application	\$ 506.00			\$ 530.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Code Services**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
	<b>ADMINISTRATIVE CITATIONS</b>				
1	First Violation (AMC Violation Only)	\$ 100.00		Set by AMC Section 1200(b)	\$ 100.00
2	Second Violation (within 24 months)	\$ 200.00		Set by AMC Section 1200(b)	\$ 200.00
3	Third and subsequent Violations (within 24 months)	\$ 500.00		Set by AMC Section 1200(b)	\$ 500.00
4	Delinquent Fines	10% surcharge			10% surcharge
5	Interest on Delinquent Fines	1/2 of 1% per month, pro rata			1/2 of 1% per month, pro rata
6	Non-Operating Property Annual Registry Fee	New			\$ 1,492.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
<b>APPEALS</b>					
1	Building Code Appeal	\$ 750.00			\$ 790.00
<b>BUILDING PERMIT FEES</b>					
2	Issuing Fee	\$ 59.00			\$ 62.00
3	Accessibility Review (ADA) Fees for Building Permit issuance	10% increase to base Building Permit Cost			10% increase to base Building Permit Cost
4	Accessibility Review (ADA) Fees for Building Permit issuance	15% increase to base Plan Check Cost			15% increase to base Plan Check Cost
<b>Other Inspections</b>					
5	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 134.00			\$ 141.00
6	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 134.00			\$ 141.00
7	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 134.00			\$ 141.00
<b>PLAN REVIEW FEES</b>					
8	When plans are required to be submitted by the Building Code, a plan review fee equal to 65 percent of the building permit fee shall be paid at the time of submitting plans and specifications for review.	65% of Building Permit Fee			65% of Building Permit Fee
9	When approved plans are revised, a supplemental plan review fee shall be paid to the City in an amount equal to \$60.95 per hour (time consumed per hour with a minimum charge of one [1] hour) or the actual cost to review the plans when the plans are reviewed by an outside City plan check consultant.	\$ 140.00	per hour		\$ 148.00
10	When plans are required to be submitted for compliance with the State Energy Conservation Regulations, an energy plan review fee equal to 20 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	20% of Building Permit Fee			20% of Building Permit Fee
11	When plans are required to be submitted for new commercial, industrial and multiple family buildings, a fire department plan review fee equal to 9.75 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	9.75% of Building Permit Fee			9.75% of Building Permit Fee

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
12	When plans are required to be submitted for compliance with the California Green Building Code Regulations, a Cal Green plan review fee equal to 10 percent of the total plan check fee shall be paid at the time of submitting the plans and specifications of review	10% of the total Plan Check Fee			10% of the total Plan Check Fee
13	WELO (Water Efficiency Landscape Ordinance), plan check fee by outside consultants	Actual Cost		Actual cost of review by outside plan check consultant.	Actual Cost
14	WELO Plan Check Fee	Actual Cost		Actual cost of inspection by outside plan check consultant.	Actual Cost
15	WELO Issuance fee	\$ 59.00			\$ 62.00
	<b>GRADING PLAN REVIEW AND PERMIT FEES</b>				
16	Issuing Fee	\$ 59.00			\$ 62.00
	<b>PLUMBING PERMIT FEES</b>				
17	Issuance fee, per permit	\$ 59.00			\$ 62.00
	Unit Fee Schedule				
18	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)	\$ 16.00			\$ 17.00
19	For each building sewer connection on property, including for each dwelling unit in a multiple-family development	\$ 38.00			\$ 40.00
20	Rainwater systems, per drain (inside building)	\$ 16.00			\$ 17.00
21	For each private sewage disposal system (where permitted)	\$ 116.00			\$ 122.00
22	For each water heater and/or vent	\$ 19.00			\$ 20.00
23	For each gas piping system of one to five outlets	\$ 19.00			\$ 20.00
24	For each gas piping system over five outlets, per outlet	\$ 4.25			\$ 4.50
25	For each interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$ 31.00			\$ 33.00
26	For installation, alteration, or repair of water service. Piping and or water piping to one (1) fixture	\$ 16.00			\$ 17.00
27	For repiping an existing domestic water supply and distribution system	By building permit value			By building permit value
28	For repair or alteration of drainage or vent piping, each fixture	\$ 16.00			\$ 17.00
29	For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$ 23.00			\$ 24.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
30	For atmospheric-type vacuum breakers not included in items 1: 1 to 5	\$ 10.50			\$ 11.00
31	For atmospheric-type vacuum breakers not included in items 1: over 5, each	\$ 2.10			\$ 2.25
32	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches or smaller	\$ 19.00			\$ 20.00
33	For each backflow protective device other than atmospheric-type vacuum breakers: over 2 inches	\$ 38.00			\$ 40.00
34	For each swimming pool piping (including spas and hot tubs)	\$ 33.00			\$ 35.00
35	For each swimming pool "P" trap	\$ 10.50			\$ 11.00
36	For each swimming pool, spa and hot tub water heater (including gas piping)	\$ 50.00			\$ 50.00
37	For each sewer cap and/or cesspool fill	\$ 19.00			\$ 20.00
	Other Inspections				
38	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 134.00			\$ 141.00
39	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 134.00			\$ 141.00
40	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 134.00		2 Hour Minimum	\$ 141.00
	<b>PLUMBING PLAN REVIEW FEES</b>				
41	For plumbing plans which require plan review, a plan review fee equal to 65 percent of the plumbing permit fee shall be paid to the Building Official at the time plans are submitted for review.	65% of Plumbing Permit Fee			65% of Plumbing Permit Fee
	<b>ELECTRICAL PERMIT FEES</b>				
42	Issuance fee, per permit	\$ 59.00			\$ 62.00
	Services				
43	For residential service of 600 volts or less and not over 400 amps in rating, including on meter each for residential service of 600 volts or less and over 400 amps in rating, including one (1) meter	\$ 23.00			\$ 24.00
44	For residential service of 600 volts or less, and over 400 amps in rating, including one (1) meter	\$ 63.00			\$ 66.00
45	For one commercial service 200 amps or less, including one meter each	\$ 39.00			\$ 41.00
46	For each commercial service 200 amps to 1,000 amps, including one meter each	\$ 67.00			\$ 71.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
47	For commercial services over 600 volts or over 1,000 amps in rating, including one meter each	\$ 134.00			\$ 141.00
48	For each additional meter	\$ 19.00			\$ 20.00
49	For each distribution panel	\$ 23.50			\$ 24.50
	<b>New Residential Construction</b>				
50	For each new single, duplex and multiple-family dwelling for each square foot of gross floor area	\$ 0.07			\$ 0.08
51	For buildings accessory to new residential buildings constructed in conjunction with those residential buildings for each square foot of gross floor area.	\$ 0.06			\$ 0.07
	<b>Other Construction</b>				
52	For receptacle, switch, lighting outlets: First 20, each	\$ 2.10			\$ 2.20
53	For receptacle, switch, lighting outlets: Additional, each	\$ 1.30			\$ 1.40
54	For lighting fixtures, sockets or other lamp devices: First 20, each	\$ 2.10			\$ 2.20
55	For lighting fixtures, sockets or other lamp devices: Additional, each	\$ 1.30			\$ 1.40
56	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: First 6	\$ 32.00			\$ 34.00
57	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: Additional, each	\$ 8.50			\$ 9.00
58	For fixed residential appliances or receptacle outlets for same, not exceeding 1 hp in rating, each	\$ 8.50			\$ 9.00
59	For nonresidential appliances and self-contained factory wired appliances not exceeding 1 hp, kw, or kva, each	\$ 8.50			\$ 9.00
60	For electrical apparatus, conduits and conductor for which a permit is required, but for which no fee is specified, each	\$ 19.00			\$ 20.00
	<b>POWER SCHEDULE</b>				
	For motors, generators, transformers, rectifiers, converters, capacitors, industrial heating, air conditioning and heat pumps, cooking or baking equipment and other apparatus, as follows:				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
	Rating in hp, kw, kva or kvar:			For equipment having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment	
61	Up to and including 1, each	\$ 9.50			\$ 10.00
62	Over 1 and not over 10, each	\$ 19.00			\$ 20.00
63	Over 10 and not over 50, each	\$ 31.00			\$ 33.00
64	Over 50 and not over 100, each	\$ 52.00			\$ 55.00
65	Over 100, each	\$ 83.00			\$ 87.00
	<b>BUS WAYS</b>				
66	For trolley and plug-in bus ways, each 100 feet or fraction thereof	\$ 11.50			\$ 12.00
	<b>SIGNS</b>			The fee for filing an application for a sign permit shall be the same as required for a building of equivalent valuation and shall also include a plan check fee which shall be 50% of the permit fee.	
67	For one sign, outline lighting and marquee supplied from one branch circuit, each	\$ 78.00			\$ 82.00
68	For additional branch circuits, each	\$ 7.50			\$ 8.00
	Carnivals, Christmas Tree Lots, Sales Lots, Etc.				
69	For electric generators and electrically driven rides, each	\$ 19.00			\$ 20.00
70	For mechanically driven rides and walk through attractions with lighting, each	\$ 9.50			\$ 10.00
71	For a system supplying booth lighting, each	\$ 9.50			\$ 10.00
72	For Christmas tree lots, sales lots, etc., each	\$ 38.00			\$ 40.00
73	<b>TEMPORARY POWER</b>				
74	For temporary service pole or pedestal installed in conjunction with temporary buildings, each	\$ 66.00			\$ 70.00
75	For temporary service pole and one distribution system for construction sites, each	\$ 38.00			\$ 40.00
76	For additional distribution panels installed in conjunction with temporary power poles, each	\$ 19.00			\$ 20.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
	<b>SWIMMING POOLS, HOT TUBS, ETC.</b>				
77	For not more than one sub-panel, three motors, integral lighting fixtures and all wiring and lighting for operation of same	\$ 89.00			\$ 94.00
	<b>ELECTRICAL PLAN REVIEW FEES</b>				
78	For electrical plans that require plan review, a plan review fee equal to 65 percent of the electrical permit fee shall be paid to the Building Official at the time plans are submitted for plan review.	65% of Electrical Permit Fee			65% of Electrical Permit Fee
	<b>MECHANICAL PERMIT FEES</b>				
79	For the issuance of each permit	\$ 59.00			\$ 62.00
	Unit Fee Schedule				
80	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$ 23.00			\$ 24.00
81	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h	\$ 32.00			\$ 34.00
82	For the installation or relocation of each floor furnace, including vents	\$ 23.00			\$ 24.00
83	For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater	\$ 21.00			\$ 22.00
84	For the installation, relocation or replacement of each appliance vent installed and not included in any appliance permit	\$ 10.50			\$ 11.00
85	For the regular repair of, alteration of, or addition to each heating appliance refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by this code	\$ 23.00			\$ 24.00
86	For the installation or relocation of each boiler or compressor to and including 3 horsepower, or each absorption system to and including 10,000 Btu/h	\$ 23.00			\$ 24.00
87	For the installation or relocation of each boiler or compressor over 3 horsepower to and including 15 horsepower or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$ 42.00			\$ 44.00
88	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or each absorption system over 500,000 Btu/h and including 1,000,000 Btu/h	\$ 59.00			\$ 62.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
89	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower or each absorption system over 1,000,000 Btu/h and including 1,750,000 Btu/h	\$ 87.00			\$ 92.00
90	For the installation or relocation of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000 Btu/h	\$ 145.00			\$ 153.00
91	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	\$ 17.00		This fee shall not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this Code	\$ 18.00
92	For each air-handling unit over 10,000 cubic feet per minute, including ducts attached thereto	\$ 28.00			\$ 30.00
93	For each evaporative cooler other than portable type	\$ 17.00			\$ 18.00
94	For each ventilation fan connected to a single duct	\$ 10.50			\$ 11.00
95	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$ 17.00			\$ 18.00
96	For the installation of each kitchen hood, which is served by mechanical exhaust, including ducts for such hood	\$ 17.00			\$ 18.00
97	For the installation or relocation of each domestic-type incinerator	\$ 28.00			\$ 30.00
98	For the installation or relocation of each commercial or industrial-type incinerator	\$ 116.00			\$ 122.00
99	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this Code	\$ 17.00			\$ 18.00
100	For the installation of ducts to an existing comfort heating/cooling system, per system	\$ 11.75			\$ 12.25
101	For the installation of a factory built fireplace, including ducts attached thereto	\$ 17.00			\$ 18.00
	Other Inspections				
102	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 134.00			\$ 141.00
103	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 134.00			\$ 141.00
104	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 134.00			\$ 141.00
	<b>MECHANICAL PLAN REVIEW FEES</b>				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
105	For mechanical plans that require plan review, a plan review equal to 65 percent of the mechanical permit fee shall be paid to the Building Official at the time plans are submitted for plan review	65% of the Mechanical Permit Fee			65% of the Mechanical Permit Fee
<b>RELOCATION AND REMOVAL FEES</b>					
106	A relocation examination fee is established in the amount of \$14.10 for each one hundred (100) square feet or fraction thereof of floor space, whether usable or not, contained within the building proposed to be relocated.	\$ 17.00	each one hundred sq ft		\$ 18.00
107	Relocation permit fee shall be \$22.65 per one thousand dollars (\$1000.00) valuation, or fraction thereof of the building to be relocated. For the purpose of computing such fee, valuation shall include the reasonable cost of moving such structure and the reasonable value of all new construction, alterations, additions, repairs, replacements and foundations in connection therewith.	\$ 27.00	per one thousand dollars valuation		\$ 28.00
108	For the issuance of each permit	\$ 59.00			\$ 62.00
109	The fee for filing an application for a removal permit shall be \$296.65 (route inspection fee and owner and mover bonds shall also be collected).	\$ 370.00			\$ 390.00
110	For the issuance of each permit	\$ 59.00			\$ 62.00
<b>DEMOLITION PERMIT FEES</b>					
111	500 square feet or less	\$ 31.00			\$ 33.00
112	501 to 1,000 cubic yards	\$ 59.00			\$ 62.00
113	1,001 to 3,000 cubic yards	\$ 97.00			\$ 102.00
114	3,001 to 10,000 cubic yards	\$ 165.00			\$ 174.00
115	10,001 square feet or more	\$ 327.00			\$ 345.00
<b>SWIMMING POOL PERMIT AND PLAN REVIEW FEES</b>					
116	The fee for filing an application for a swimming pool permit and plan review shall be the same as required for a building of equivalent valuation. The valuation shall be calculated at the rate of \$208.95 per perimeter foot of the swimming pool and/or spa.	Valuation Based	per perimeter foot		Valuation Based

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
117	For the issuance of each permit	\$ 59.00			\$ 62.00
<b>SOLID WASTE MANAGEMENT FEE</b>					
118	For the issuance of each building, demolition and reroofing permit	\$ 6.70			\$ 7.00
119	For the issuance of each electrical, plumbing, mechanical, sign, fire extinguishing, swimming pool and spa, fire alarm, grading and masonry wall permit	\$ 1.00			\$ 1.00
<b>OTHER INSPECTIONS</b>					
120	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 134.00			\$ 141.00
121	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 134.00			\$ 141.00
122	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 134.00			\$ 141.00
<b>PARK FACILITIES IMPACT FEES (Resolution No. 6602, 01-15-08)</b>					
123	Single Family Projects	\$ 2.85	per sq ft	Set Per Resolution, not subject to CPI Adjustment	\$ 2.85
124	Multi-family Projects	\$ 3.73	per sq ft	Set Per Resolution, not subject to CPI Adjustment	\$ 3.73
<b>FIRE EXTINGUISHING, ALARM PERMIT PERMIT AND PLAN REVIEW FEES</b>					
125	For the issuance of each permit	\$ 59.00			\$ 62.00
126	Change of Address Fee	\$ 775.00			\$ 817.00
127	Replacement Job Card	\$ 26.00	each		\$ 27.00
128	Temporary Certificate of Occupancy	\$ 237.00	each		\$ 250.00
129	Residential Solar < 10 kW	\$ 33.00	kW		\$ 35.00
130	Residential Solar >10 kW	\$ 67.00	kW		\$ 71.00
131	Commercial Solar <50 kW	\$ 50.00	kW		\$ 53.00
132	Commercial Solar 50-250 kW	\$ 134.00	kW		\$ 141.00
133	Commercial Solar >250 kW	\$ 269.00	kW		\$ 284.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Building & Safety**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
134	Energy Storage System	\$ 63.00	each		\$ 66.00
135	Plan Check of an Electric Vehicle Charging Station at an amount equal to \$82.42 per half hour (time consumed per half hour with a minimum charge of one [1] half hour) or the actual cost to review the plans when the plans are reviewed by an outside City plan check consultant.	\$ 100.00	hourly		\$ 105.00
136	Electric Vehicle Charging Station	\$ 59.00	each		\$ 62.00
137	Residential Elevator	\$ 33.00	each		\$ 35.00
138	Permit Extension	\$ 130.00	each		\$ 137.00
139	Commercial Type 1 & 2 Hood & Duct	\$ 134.00	each		\$ 141.00
140	Residential Solar Plan Check < 10 kW	\$ 160.00	kW		\$ 169.00
141	Residential Solar Plan Check > 10 kW	\$ 182.00	kW		\$ 192.00
142	Commercial Solar Plan Check < 50 kW	\$ 268.00	kW		\$ 282.00
143	Commercial Solar Plan Check 50- 250 kW	\$ 563.00	kW		\$ 593.00
144	Commercial Solar Plan Check > 250 kW	\$ 1,650.00	kW		\$ 1,739.00
145	Energy Storage System Plan Review	\$ 59.00	each		\$ 62.00
146	Technology Fee	5.50%	of Permit & Plan Check Fees	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees
147	Failure to Obtain Permit	Double the permit fee			Double the permit fee

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

Building Valuation Table  
Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0	500	45.63	<b>46.04</b>	0.00	<b>0.00</b>	0.00
501	2,000	45.63	<b>46.04</b>	4.71	<b>4.76</b>	100.00
2,001	25,000	116.35	<b>117.38</b>	18.75	<b>18.91</b>	1,000.00
25,001	50,000	547.53	<b>552.37</b>	14.31	<b>14.44</b>	1,000.00
50,001	100,000	905.35	<b>913.35</b>	9.37	<b>9.46</b>	1,000.00
100,001	and up	1,374.02	<b>1,386.16</b>	7.75	<b>7.81</b>	1,000.00

**Percent Change = 0.9%**

**Cost Recovery Level = 80%**

Please Note: Valuation fee structure is derived from the Uniform Building Code.

**REROOFING PERMIT FEES**

**Updated July 1, 2023**

**REROOFING**

The fee for filing an application for a reroofing permit shall be determined by the valuation provided. If no valuation is provided. It shall be the same as required for a building of equivalent valuation as determined by the following:

Type of Reroofing	Evaluation (cost per square)
1. Fiberglass Shingles (20 year warranty)	\$171.82
2. Laminated Fiberglass Shingles (25 to 30 year warranty)	\$198.26
3. Laminated Fiberglass Shingles (40 to 50 year warranty)	\$224.69
4. Heavy Weight Concrete Tile	\$429.55
5. Lite Weight Concrete Tile	\$495.63
6. Lite Weight Perlite Shakes	\$429.55
7. Fiber Cement Shakes	\$429.55
8. Pressure Treated Wood Shakes	\$429.55
9. Pressure Treated Wood Shingles	\$429.55
10. Steel Roofing Systems (Class "B")	\$462.59
(Class "A")	\$485.71

For plywood installation, add \$56.55 per square to the above figures.

City of Arcadia  
 Building and Safety Division  
 Building Valuation Data for Miscellaneous Work  
**Updated July 1, 2023**

<b>Valuation for Tenant Improvements</b>	<b>\$ Per Sq. Ft.</b>
Bakery	\$32.91
Bank	\$47.40
General office	\$32.45
Hair salon	\$22.77
Medical office	\$39.46
Minor tenant improvement	\$16.22
Restaurant	\$39.46
Retail Store	\$22.77
Take-out restaurant	\$32.39
Tenant improvements at the mall	\$55.67
<b>Residential Room Additions and Remodeling</b>	
Addition without plumbing	\$113.41
Addition with plumbing	\$151.22
Remodel without plumbing	\$45.36
Remodel with plumbing	\$60.50
Conversion without plumbing	\$75.60
Conversion with plumbing	\$90.74
<b>Patios, Carports and Garages</b>	
Open sides, trellis type roof	\$26.35
Open sides, roofed patio	\$26.35
Enclosed patio	\$38.49
Carport	\$26.35
Garage	\$40.41
<b>Window Change Out</b>	
Smaller than 6' x 4'	\$654.61 each
6' x 4' or larger	\$785.54 each
<b>Door Installation</b>	
Single	\$654.61 each
Double	\$1,178.29 each
<b>Masonry Garden and Retaining Walls</b>	
Masonry garden walls	\$11.14
Retaining walls	\$26.18

Ref.: Bldg Val III 2023

**City of Arcadia**  
**Building and Safety Division**  
**Valuation for New Buildings and Structures**  
**Updated July 1, 2023**

**APARTMENTS/CONDOS:**

IA or IIA.....	\$181.64
IIIB.....	154.22
VA.....	154.23
VB.....	142.60
Basement Garage.....	56.55

**BANKS:**

IA or IIA.....	223.93
IIIB.....	164.97
IIIA.....	182.06
III-B.....	182.06
VA.....	164.66
VB.....	158.01

**CHURCHS:**

IA or IIA.....	149.99
II-B.....	112.64
IIIA.....	122.47
IIIB.....	117.03
VA.....	114.46
VB.....	107.66

**DWELLINGS:**

VA.....	161.18
VB.....	151.22
Basements:	
Semi-Finished.....	38.59
Unfinished.....	29.43
Remodel.....	45.36
Remodel w/plumbing...	60.49
Conversion.....	75.60
Conversion w/plumb...	90.73

**FIRE STATIONS:**

IA or IIA .....	172.99
IIIB.....	113.86
IIIA.....	124.60
IIIB.....	119.67
VA.....	116.88
VB.....	110.84

**GARAGES, PRIVATE:  
(Utility, Miscellaneous)**

VB.....	40.41
VA.....	45.56
Open Carport.....	26.35
Patio (All).....	26.35
Patio Enclosed.....	37.30

**HOTELS AND MOTELS:**

IA or IIA.....	152.71
IIIA.....	132.31
IIIB.....	126.11
VA.....	115.22
VB.....	112.94

**INDUSTRIAL PLANTS:**

IA or IIA.....	86.04
IIIB.....	55.04
IIIA.....	65.92
IIIB.....	62.14
Tilt-up.....	45.36
VA.....	62.14
VB.....	56.84

**MEDICAL OFFICES:**

IA or IIA.....	180.70
IIIB.....	132.46
IIIA.....	151.22
IIIB.....	140.78
VA.....	136.40
VB.....	131.54

**OFFICES :**

IA or IIA.....	161.49
IIIB.....	113.52
IIIA.....	122.57
IIIB.....	117.18
VA.....	116.19
VB.....	108.12

**PARKING STRUCTURES**

IA or IIA.....	73.93
Type I or II, Open.....	55.48
IIIB.....	42.34
IIIA.....	55.95
IIIB.....	49.74

**PUBLIC BUILDINGS:**

IA or IIA.....	186.59
IIIB.....	151.22
IIIA.....	160.59
IIIB.....	151.52
VA.....	143.65
VB.....	139.08

**RESTAURANTS:**

IIIA.....	147.26
IIIB.....	142.28
VA.....	134.87
VB.....	129.59

**SCHOOLS:**

IA or IIA.....	168.14
IIIA.....	122.78
IIIB.....	118.09
VA.....	115.07
VB.....	109.77

**SERVICE STATIONS:**

IIIB.....	101.61
IIIA.....	106.00
VA.....	89.36
VB.....	101.61
Canopies.....	42.34

**STORES:**

IA or IIA.....	124.60
IIIB.....	78.27
IIIA.....	97.33
IIIB.....	91.30
VA.....	81.93
VB.....	75.72

**THEATERS:**

IA or IIA.....	166.02
IIIA.....	120.97
IIIB.....	115.22
VA.....	113.86
VB.....	107.66

**WAREHOUSES:**

IA or IIA.....	78.39
IIIB.....	43.66
IIIA.....	52.69
IIIB.....	50.17
VA.....	46.52
VB.....	43.66

**EQUIPMENT:**

Air Conditioning:	
Commercial.....	6.35
Residential.....	5.29
Fire Sprinkler System....	3.93

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Engineering**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
1	Plans and Specifications	\$ 38.00			\$ 40.00
Miscellaneous Copies					
2	8 ½ x 11" and 8 ½ x 17"	\$ 1.05	per sheet		\$ 1.10
3	15" x 20"	\$ 2.15	per sheet		\$ 2.25
4	18" x 24"	\$ 2.70	per sheet		\$ 2.85
5	24" x 36"	\$ 3.20	per sheet		\$ 3.35
6	30" x 36"	\$ 3.75	per sheet		\$ 3.95
7	24" x 36" Mylar Original	\$ 5.35	per sheet		\$ 5.65
Plan Review					
8	Public Improvement Plan Review Base Fee	\$ 364.00		The applicant shall reimburse the City for 100% of actual costs and expenditures incurred by the City relative to said project.	\$ 384.00
9	Public Improvement Plan Review Base Fee Plus Additional Staff Review	\$ 121.00	per hour	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to project. Additional staff time is based on hourly rate of position performing review.	\$ 128.00
10	Final Map and Parcel Map Review Base Fee	\$ 176.00			\$ 186.00
11	Final Map and Parcel Map Review Base Fee Plus Additional Staff Review	\$ 60.00	per lot	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to additional lots. Additional staff time is based on 1/2 hour rate of position performing project.	\$ 63.00
Encroachment Permits					
12	Encroachment Permit - Issuance Fee	\$ 109.00			\$ 115.00
13	Encroachment Permit - Inspection Base Fee	\$ 163.00			\$ 172.00
14	Encroachment Permit - Inspection Base Fee Plus Additional Inspection Time	\$ 163.00	per hour		\$ 172.00
Transportation Permits					

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Engineering**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
15	Transportation Permit - Single Trip	\$ 54.00			\$ 57.00
16	Transportation Permit - Annual	\$ 161.00			\$ 170.00
	Surface Replacement Deposit				
17	Excavation - any street, alley, or other public place paved with concrete	\$ 32.00	per sq ft of surface		\$ 34.00
18	Excavation - any street, alley, or other public place paved with asphalt	\$ 6.50	per sq ft of surface		\$ 6.85
	Amount of Deposit				
19	Cash Deposit	\$ 2,150.00			\$ 2,270.00
20	Surety Bond	\$ 2,150.00			\$ 2,270.00
	Inspection Charges for street work				
21	Monday through Thursday and City Hall Open Fridays (Regularly Scheduled Work Hours):	\$ 163.00	per hour	Minimum \$30 (1/2 hr)	\$ 172.00
22	Monday through Thursday and City Hall Open Fridays (Hours worked over Regularly Scheduled Work Hours):	\$ 246.00	per hour (1 1/2 times)	Minimum \$60 (1 hr)	\$ 259.00
23	Saturdays, Sundays, Legal Holidays, and the City Hall Closed Fridays	\$ 246.00	per hour (1 1/2 times)	Minimum \$180 (3 hrs)	\$ 259.00
	Construction Trash Receptacles on City Streets				
24	Construction Trash Receptable Permit - Issuance Fee	\$ 55.00			\$ 58.00
25	Construction Trash Receptable Permit - Inspection Base Fee	\$ 163.00			\$ 172.00
26	Construction Trash Receptable Permit - Base Fee Plus Additional Inspection Time	\$ 163.00	per hour		\$ 172.00
	Permit Application Engineering Review				
27	Permit Application Engineering Review Base Fee	\$ 181.00			\$ 191.00
28	Permit Application Engineering Review Base Fee Plus Additional Staff Review	\$ 121.00	per hour		\$ 128.00
	<b>LID STORMWATER PLANNING PROGRAM</b>				
	Construction Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Engineering**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
29	<b>Tier 1 - New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area.</b> Tier 1 includes the following: 1) New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area; 2) New Industrial Park with 10,000 sf or more of surface area; 3) New Commercial mall with 10,000 sf or more of surface area; 4) Redevelopment of 5,000 sf or more of 1), 2), and 3); 5) Redevelopment of 10,000 sf or more to a single family home; 6) Special Provision projects like Green street, or hillside single family home.	\$ 1,629.00			\$ 1,717.00
30	<b>Tier 2</b> includes the following: 1) New Retail Gasoline outlet with 5,000 sf or more of surface area; 2) New Restaurant with 5,000 sf or more surface area; 3) New parking lot with either 5,000 or more of impervious area or 25 or more parking spaces; 4) New Automotive Service facility with 5,000 sf or more of surface area; 5) Projects located in or directly adjacent to, or discharging directly into a Significant Ecological Area; 6) Redevelopment of 5,000 sf or more of all above categories	\$ 1,385.00			\$ 1,460.00
31	Non-LID Projects	\$ 181.00			\$ 191.00
32	SWPPP Review and Inspection - Less than 2 acres	\$ 1,437.00			\$ 1,515.00
33	SWPPP Review and Inspection - Between 2 and 5 acres	\$ 1,723.00			\$ 1,816.00
34	SWPPP Review and Inspection - Greater than 5 acres	\$ 2,559.00			\$ 2,697.00
	<b>STREET VACATION PERMIT</b>				
35	Summary Street Vacation Fee	\$ 2,027.00			\$ 2,136.00
36	Street Vacation Fee	\$ 3,161.00			\$ 3,332.00
	<b>GRADING</b>				
	Grading Plan Check				
37	0 cubic yards to 1,000 cubic yards	\$ 1,171.00			\$ 1,234.00
38	>1,000 cubic yards	\$ 121.00	per hour	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 128.00
	Grading Permit				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**Engineering**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
39	0 cubic yards to 1,000 cubic yards	\$ 795.00			\$ 838.00
40	>1,000 cubic yards	\$ 121.00	per hour	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 128.00
41	Technology Fee	5.50%	of Permit & Plan Check Fees	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
	<b>SITE PLAN AND DESIGN REVIEWS</b>				
	<b>COMMERCIAL/INDUSTRIAL</b>				
1	Preliminary Plan Review	\$ 1,652.00			\$ 1,741.00
2	New	\$ 4,403.00			\$ 4,641.00
3	Amendment	\$ 1,690.00			\$ 1,781.00
4	Remodel/Addition	\$ 1,508.00			\$ 1,589.00
5	Amendment	\$ 1,350.00			\$ 1,423.00
6	SB 330 Preliminary Review	NEW			\$ 1,741.00
7	SB 330 Mixed Use Development (Up to 20 Units)	NEW			\$ 4,641.00
8	SB 330 Mixed Use Development (21 or more Units)	NEW			\$ 7,346.00
	<b>MULTIPLE-FAMILY</b>				
9	Preliminary Plan Review	\$ 1,652.00			\$ 1,741.00
10	New multiple family projects (Up to 20 Dwelling Units)	\$ 2,810.00			\$ 2,962.00
11	Amendment multiple family projects (Up to 20 Dwelling Units)	\$ 1,645.00			\$ 1,734.00
12	New Multifamily Residential (21 or more Dwelling Units)	\$ 6,970.00			\$ 7,346.00
13	Amendment Multifamily Residential (21 or more Dwelling Units)	\$ 2,443.00			\$ 2,575.00
14	Remodel/Addition	\$ 1,653.00			\$ 1,742.00
15	SB 330 Preliminary Review	NEW			\$ 1,741.00
16	SB 330 for New Multi-Family projects (Up to 20 units)	NEW			\$ 2,962.00
17	SB 330 for New Multi-Family projects (21 or more Units)	NEW			\$ 7,346.00
18	SB 9 Two -Unit Development	NEW			\$ 1,741.00
	<b>SINGLE-FAMILY</b>				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
19	New	\$ 2,294.00			\$ 2,418.00
20	Amendment	\$ 1,083.00			\$ 1,141.00
21	Remodel/Addition	\$ 1,156.00			\$ 1,218.00
22	Amendment	\$ 518.00		Amendment to Remodel/Addition application	\$ 546.00
<b>SIGNS</b>					
23	Temporary Sign Permit	\$ 246.00			\$ 259.00
24	Signs, Awning and Canopy Signs	\$ 400.00			\$ 422.00
25	Comprehensive Sign Program	\$ 872.00			\$ 919.00
<b>ANTENNAS</b>					
26	Antennas and Wireless Facilities	\$ 3,023.00			\$ 3,186.00
27	Antennae panels	\$ 586.00			\$ 618.00
28	Wireless fee waiver	\$ 280.00			\$ 295.00
29	Administrative / Over-the-Counter	\$ 45.00			\$ 47.00
30	Appeal – including HOA / ARB Decision	\$ 644.00			\$ 679.00
31	Extension	\$ 150.00			\$ 158.00
<b>BANNERS</b>					
32	Temporary Banner on a Building	\$ 31.00			\$ 33.00
<b>HISTORIC PRESERVATION</b>					
33	Designation of a Local Landmark	\$ 1,800.00			\$ 1,800.00
34	Designation of a Historic District	\$ 2,500.00			\$ 2,500.00
35	Mills Act Contract Application	\$ 1,000.00			\$ 1,500.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
36	Certificate of Appropriateness (Major)	\$ 1,600.00			\$ 1,600.00
37	Certificate of Appropriateness (Minor)	\$ 900.00			\$ 900.00
<b>CERTIFICATE OF DEMOLITION</b>					
38	Certificate of Demolition (Director's Review)	\$ 191.00			\$ 201.00
39	Certificate of Demolition (Referred to Planning Commission)	\$ 1,288.00		plus CEQA fee	\$ 1,358.00
40	Appeal	\$ 644.00			\$ 679.00
<b>CONDITIONAL USE PERMIT</b>					
41	New	\$ 2,997.00			\$ 3,158.00
42	Amendment	\$ 1,983.00			\$ 2,090.00
43	Extension	\$ 136.00			\$ 143.00
44	Appeal	\$ 644.00			\$ 679.00
<b>MINOR USE PERMIT</b>					
45	New	\$ 1,165.00			\$ 1,228.00
46	Amendment	\$ 737.00			\$ 777.00
47	Appeal	\$ 644.00			\$ 679.00
<b>ADMINISTRATIVE MODIFICATIONS</b>					
48	Minor Director's Review	\$ 640.00			\$ 675.00
49	Major Director's Review	\$ 1,136.00			\$ 1,197.00
50	Commission's Review	\$ 2,381.00			\$ 2,510.00
51	Appeal	\$ 644.00			\$ 679.00
52	Extension	\$ 191.00			\$ 201.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
<b>TREE PERMITS</b>					
53	Encroachment	\$ 388.00			\$ 409.00
54	Removal of a Diseased or Hazardous Tree	\$ 128.00			\$ 135.00
55	Removal of Healthy Tree	\$ 979.00			\$ 1,032.00
56	Appeal	\$ 644.00			\$ 679.00
<b>HOME OCCUPATION PERMITS</b>					
57	Administrative	\$ 43.00			\$ 45.00
58	Hearing	\$ 282.00			\$ 297.00
<b>CODE AMENDMENTS</b>					
59	Determination of Use	\$ 1,969.00			\$ 2,075.00
60	Specific Plan	\$ 9,087.00			\$ 9,578.00
61	Specific Plan Amendment	\$ 4,876.00			\$ 5,139.00
62	General Plan Amendment	\$ 7,463.00			\$ 7,866.00
63	Text Amendment	\$ 5,008.00			\$ 5,278.00
64	Zone Change	\$ 6,932.00			\$ 7,306.00
65	Planned Developments	\$ 7,999.00			\$ 8,431.00
66	General Plan Update Fee	5% of Planning Applications			5% of Planning Applications
<b>SUBDIVISIONS</b>					
67	Lot Line Adjustment w/Certificate of Compliance	\$ 1,809.00			\$ 1,907.00
68	Tentative or Vesting Tentative Parcel Map	\$ 1,304.00			\$ 1,374.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
69	Tentative or Vesting Tentative Tract Map for Single-Family Lots	\$ 2,412.00	Base Fee (first 5 lots)		\$ 2,542.00
70	Tentative or Vesting Tentative Tract Map for Single-Family Lots - each additional lot (over 5)	\$ 32.00	Base Fee (Item #78) Plus \$30 per additional lot added to base fee (over 5 lots)		\$ 34.00
71	Tentative or Vesting Tentative Tract Map for Condominiums	\$ 1,388.00			\$ 1,463.00
72	Appeal	\$ 644.00			\$ 679.00
73	Extension	\$ 263.00			\$ 277.00
74	Final Map	\$ 1,444.00			\$ 1,522.00
75	Parcel Map Waiver	\$ 779.00			\$ 821.00
76	Amendment to an Approved Tentative Map and/or Conditions	\$ 1,044.00			\$ 1,100.00
77	Lot Merger	\$ 1,384.00			\$ 1,459.00
78	Certificate of Compliance	\$ 856.00			\$ 902.00
79	Temporary Use Permit	\$ 616.00			\$ 649.00
80	Temporary Use Permit - Council Review	\$ 1,542.00			\$ 1,625.00
81	ZONING CLEARANCE	\$ 291.00			\$ 307.00
82	SB 9 Lot Split	NEW			\$ 1,907.00
<b>OUTDOOR USE PERMITS</b>					
83	MUP - Incidental Dining (12 or more seats)	\$ 633.00			\$ 667.00
84	Outdoor Dining - Incidental	\$ 236.00			\$ 249.00
85	Outdoor Dining - Sidewalk Dining	\$ 236.00			\$ 249.00
86	Portable Sign	\$ 236.00			\$ 249.00
<b>DEVELOPMENT AGREEMENT</b>					

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PLANNING**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
87	Development Agreement	At Cost			At Cost
88	Development Agreement Amendment	At Cost			At Cost
89	Development Agreement Periodic Review	\$ 1,057.00			\$ 1,114.00
<b>DOCUMENTS</b>					
90	Covenant Preparation	\$ 334.00			\$ 352.00
91	General Plan Document	\$ 80.00			\$ 84.00
General Plan Land Use Map					
92	27 X 35 map	\$ 27.00			\$ 28.00
93	11 X 17 map	\$ 2.00			\$ 2.10
Zoning Map					
94	27 X 35 map	\$ 27.00			\$ 28.00
95	11 X 17 map	\$ 2.00			\$ 2.10
<b>VARIANCE</b>					
96	New	\$ 2,620.00			\$ 2,761.00
97	Amendment	\$ 1,787.00			\$ 1,883.00
98	Appeal	\$ 644.00			\$ 679.00
99	Adult Business Regulatory Permit	\$ 2,468.00			\$ 2,601.00
100	REASONABLE ACCOMMODATION	\$ -			\$ -

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**FIRE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
<b>FIRE CODE PERMITS &amp; INSPECTION RATES</b>					
1	Aerosol Product	\$ 590.00			\$ 620.00
2	Apartments	\$ 140.00			\$ 140.00
3	Amusement Building	\$ 420.00			\$ 440.00
4	Assembly Facility	\$ 395.00			\$ 415.00
5	Business Occupancy	\$ 150.00			\$ 155.00
6	Business Restaurant Occupancy	\$ 175.00			\$ 180.00
7	Candles/Open Flame in Assembly	\$ 125.00			\$ 130.00
8	Carnivals & Fairs	\$ 590.00			\$ 620.00
9	Combustible Dust Prod Ops	\$ 420.00			\$ 440.00
10	Combustible Fiber Storage	\$ 420.00			\$ 440.00
11	Commercial Rental Occupancy	\$ 175.00			\$ 180.00
12	Compressed Gases	\$ 480.00			\$ 505.00
13	Covered Mall	\$ 870.00			\$ 915.00
14	Cryogenics	\$ 420.00			\$ 440.00
15	Dry Cleaning Plants	\$ 420.00			\$ 440.00
16	Exhibits/Trade Shows	\$ 335.00			\$ 350.00
17	Explosives or Blasting Agents	\$ 335.00			\$ 350.00
18	Commercial False Alarm Response	\$ 640.00		Fees applicable only during 3rd occurrence and subsequent response at the same address location	\$ 640.00
19	Fireworks/Aerial Displays	\$ 930.00			\$ 980.00
20	Flammable/Combustible Liquid	\$ 490.00			\$ 515.00
21	Hazardous Materials 1 to 3 chemical(s)	\$ 410.00			\$ 430.00
22	Hazardous Materials 4 to 6 chemicals	\$ 490.00			\$ 515.00
23	Hazardous Materials 7 or more chemicals	\$ 590.00			\$ 620.00
24	Hazardous Production Materials Facility	\$ 420.00			\$ 440.00
25	Helicopter/Helistop	\$ 135.00			\$ 140.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**FIRE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
26	High Piled Combustible Materials	\$ 610.00			\$ 640.00
27	Hot-Work Operations	\$ 395.00			\$ 415.00
28	Industrial Baking/Drying Oven	\$ 420.00			\$ 440.00
29	Liquid Gas Fueled Vehicles in Assembly Buildings	\$ 335.00			\$ 350.00
30	Liquefied Petroleum Gases > 5 gallons	\$ 335.00			\$ 350.00
31	Lumber Yard	\$ 420.00			\$ 440.00
32	Manufacturing/Industrial Storage Occupancy	\$ 150.00			\$ 155.00
33	Magnesium Working	\$ 420.00			\$ 440.00
34	Mercantile Occupancy	\$ 150.00			\$ 155.00
35	Miscellaneous Comb Material Storage	\$ 420.00			\$ 440.00
36	Motor Vehicle Fuel Dispensing Stations	\$ 395.00			\$ 415.00
37	Open Burning	\$ 175.00			\$ 180.00
38	Organic Coatings	\$ 420.00			\$ 440.00
39	Pyrotechnical Special Effects Material	\$ 590.00			\$ 620.00
40	Refrigeration Equipment	\$ 420.00			\$ 440.00
41	Spraying/Dipping	\$ 420.00			\$ 440.00
42	Tent/Canopy/Temporary Air Supported Structure	\$ 420.00			\$ 440.00
43	Tire Storage	\$ 420.00			\$ 440.00
44	Wood Products	\$ 420.00			\$ 440.00
45	Chief Officer Standby	\$ 340.00	per hour		\$ 355.00
46	Elevator Rescue Service	\$ 525.00		Fees applicable only during 3rd occurrence and subsequent response at the same address location	\$ 550.00
47	Engine/Truck Company Standby	\$ 620.00	per hour		\$ 650.00
48	EMS Assessment Fee	\$ 429.00		Updated annually but not implemented	\$ 450.00
49	Expedite/After hours Inspection (Fire Prevention Bureau)	\$ 490.00	per hour		\$ 515.00
50	Fire Standby (Fire Marshal)	\$ 230.00	per hour		\$ 240.00
51	Fire Standby (Fire Inspector)	\$ 165.00	per hour		\$ 170.00
52	Missed appointment	\$ 205.00			\$ 205.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

<b>FIRE</b>					
	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
53	Water Evac (1st response in calendar year)	Free			Free
54	Water Evac (2nd & subsequent responses within calendar yr)	\$ 570.00			\$ 600.00
55	Re-inspections (Engine or Truck Company)	\$ 280.00	per hour		\$ 295.00
56	Re-inspections (Fire Prevention Bureau)	\$ 260.00			\$ 270.00
57	Rescue Ambulance Standby	\$ 470.00	per hour		\$ 495.00
58	Roof Covering (1st response in calendar year)	Free			Free
59	Roof Covering (2nd and subsequent responses)	\$ 1,150.00			\$ 1,210.00
60	High Rise Occupancy	\$ 870.00			\$ 915.00
61	Hospital Occupancy	\$ 2,665.00			\$ 2,805.00
62	Hotel or Motel Occupancy	\$ 360.00			\$ 375.00
63	Private School Occupancy	\$ 305.00			\$ 320.00
64	Public School Occupancy	\$ 490.00	per inspection		\$ 515.00
65	CA Code of Reg. Title 19-Sprinkler System Certifications	\$ 80.00			\$ 80.00
66	Fire Extinguisher Demonstration	\$ 270.00			\$ 285.00
67	Key Box	\$ 80.00			\$ 80.00
68	Failure to obtain fire construction permit	Double Permit Fee			Double Permit Fee
69	Fire Code Compliance Inspection	\$ 190.00			\$ 200.00
70	Carbon Dioxide Beverage Dispensing Systems permit	\$ 95.00			\$ 100.00
71	Building Evacuation	\$ 2,615.00			\$ 2,755.00
72	Occupancy Final Permit Inspection	\$ 140.00	per hour		\$ 145.00
73	Weed Abatement	\$ 205.00			\$ 215.00
<b>PARAMEDIC SERVICES</b>					
74	Paramedic Ambulance Service	LA County Rates			LA County Rates
<b>PLAN REVIEW</b>					
75	Architectural Design Review	\$ 205.00			\$ 215.00
76	Expedite/OTC Plan Check	\$ 205.00			\$ 215.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

<b>FIRE</b>					
	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
77	Flammable/Combustible Tank (Installation & Removal)	\$ 335.00			\$ 350.00
78	In-House Fire Department Plan Check	\$ 325.00	hour		\$ 340.00
79	Tract Application	\$ 230.00			\$ 240.00
<b>BUILDING PLAN REVIEW</b>					
80	New Commercial, Multi-Family or Industrial)	0.1% of the Project Valuation			0.1% of the Project Valuation
<b>Administration Citations for Violations of the Uniform Fire Code</b>					
81	First Violation	\$ 125.00	Each	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 125.00
82	Second violation within 12 month period	\$ 250.00	Each	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 250.00
83	Third and subsequent violation within 12 month period	\$ 500.00	Each	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 500.00
84	Use, possession, storage, sale, or manufacturing of fireworks	\$ 2,500.00	Each	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 2,500.00
85	Delinquent fines	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid			10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid
86	Interest	1/2 of 1% per month, pro rata			1/2 of 1% per month, pro rata
87	Movie Details Fire Safety Office Movie Standby	\$ 195.00	per hour		\$ 205.00
88	Fire Code Appeal	\$ 755.00			\$ 795.00
89	Electronica Patient Care Report (ePCR) processing fee	\$ 4.70	Each		\$ 4.70
90	Dispatch fee	\$ 79.00	Each		\$ 83.00
<b>FIRE CODE PERMITS &amp; INSPECTION RATES</b>					
91	Additive Manufacturing	NEW		Based on the new California Fire Code Permitting Requirements	\$ 415.00
92	Energy Storage System	NEW		Based on the new California Fire Code Permitting Requirements	\$ 415.00
93	Lithium Batteries	NEW		Based on the new California Fire Code Permitting Requirements	\$ 415.00
94	Outdoor Assembly	NEW		Based on the new California Fire Code Permitting Requirements	\$ 725.00
95	Plant Extraction System	NEW		Based on the new California Fire Code Permitting Requirements	\$ 540.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**FIRE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
96	Residential False Alarm	NEW		Based on the new California Fire Code Permitting Requirements	\$ 165.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**POLICE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
1	Vicious and Dangerous Dog Designation	\$ 134.00			\$ 140.00
2	Transfer Permit Fee	\$ 5.00			\$ 5.00
	Police Records				
3	ATM Safety Law	\$ 27.00	per request		\$ 28.00
4	Citation Verification (Equipment Violation) - Residents	\$ 11.00	per request		\$ 12.00
5	Citation Verification (Equipment Violation) - Non-residents	\$ 27.00	per request		\$ 28.00
6	Copies of Crime Reports	\$ 0.25	per page	First 25 pages free	\$ 0.25
7	Fingerprinting - first card	\$ 11.00	per person		\$ 12.00
8	Fingerprinting - each additional card	\$ 11.00	per person		\$ 12.00
9	Livescan Fingerprinting	\$ 12.00			\$ 13.00
10	Microfilm Reproduction	\$ 32.00	first five pages	\$1.00 for each additional page thereafter.	\$ 34.00
11	Photograph Reproduction	\$ 1.00	per CD per person	no limit to quantity of pictures as long as they fit on one CD, if storage capacity is exceeded then a second CD must be purchased	\$ 1.05
12	Repossession Administrative Fee	\$ 16.00			\$ 17.00
13	Special Reports or Research Fee (for video/audio reproduction; blank tapes provided by requester)	\$ 231.00	per hour	with one hour minimum, additional time charged at 15-minute increments	\$ 243.00
14	Local C.O.R.I. Letter	\$ 35.00	per request		\$ 37.00
15	Sex and Drug Registrants	\$ -			\$ -
16	Police Shooting Range	Law Enforcement use only			Law Enforcement use only
17	Civil Subpoena Duces Tecum	\$ 15.00		Set by State Evidence Code Section 1563	\$ 16.00
18	Traffic Accident Report	\$ 35.00			\$ 37.00
19	Adult Business Performer License Annual Fee	\$ 231.00			\$ 243.00
20	Misdemeanor/Infraction Violation	Any person convicted of a misdemeanor under any provision of this Code shall be punishable by a fine of not more than \$1,000.00 or by imprisonment in the City			
	Penalty for Infraction				
21	1st Violation	Not more than \$100			Not more than \$100
23	2nd Violation (of same provision within 1 year)	Not more than \$200			Not more than \$200
24	3rd and any Additional Violation (of same provision within 1 year)	Not more than \$500			Not more than \$500
25	Infraction regarding minors	Set by the court			Set by the court
	Police Towing Services (according to third-party contract with Jan's Towing)				
26	Regular Tow - Class A	\$ 231.00		*All rates are according to latest CHP rates	\$ 263.00
27	Medium Duty Tow - Class B	\$ 275.00			\$ 315.73

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**POLICE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
28	Heavy Duty Tow - Class C	\$ 407.00			\$ 458.25
29	Super Heavy Duty Tow - Class D	\$ 432.00			\$ 497.35
30	Motorcycle Tow	\$ 231.00			\$ 263.00
31	Regular Storage - Class A (inside)	\$ 64.90	day		\$ 68.06
32	Medium Storage - Class B (inside)	\$ 65.50	day		\$ 70.13
33	Heavy Storage - Class C (inside)	\$ 70.00	day		\$ 72.75
34	Heavy Duty Storage - Class D (inside)	\$ 70.00	day		\$ 74.03
35	Motorcycle Storage (inside)	\$ 64.90	day		\$ 68.06
36	Regular Storage - Class A (outside)	\$ 65.50	day		\$ 65.50
37	Medium Storage - Class B (outside)	\$ 67.50	day		\$ 67.96
38	Heavy Storage - Class C (outside)	\$ 70.00	day		\$ 74.55
39	Heavy Storage - Class D (outside)	\$ 70.00	day		\$ 74.03
40	Motorcycle Storage (outside)	\$ 65.50	day		\$ 65.50
41	Handicap Tow	\$ 231.00	day		\$ 263.00
42	Handicap Storage (indoor)	\$ 64.90	day		\$ 68.06
43	Handicap Storage (outdoor)	\$ 65.50	day		\$ 65.50
	Disorderly Party Fee				
44	First Response	No fee			No fee
44	2nd or subsequent response	Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)			Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)
	Parking Violations				
	Arcadia Municipal Code Violations				
47	10.1 No Stopping or Standing in Parkway	\$ 70.00			\$ 74.00
48	10.3 No Stopping or Parking	\$ 70.00			\$ 74.00
49	10.3(7) No Stopping or Parking (Street Sweeping)	\$ 70.00			\$ 74.00
50	10.4 Using Street Storage of Vehicle	\$ 107.00			\$ 113.00
51	10.6 Repairing or Greasing Vehicle on Street	\$ 70.00			\$ 74.00
52	10.7 Washing or Polishing Vehicle on Street	\$ 70.00			\$ 74.00
53	10.11 Unlawful Parking - Peddlers/Vendors	\$ 89.00			\$ 94.00
54	10.12 No Parking (Emergency Signs)	\$ 70.00			\$ 74.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**POLICE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
55	11.0 Green Curb (24 Minutes Only)	\$ 70.00			\$ 74.00
56	11.2 & 11.3 Overtime Parking (1 Hr. Zone and 2 Hr. Zone)	\$ 70.00			\$ 74.00
57	11.6 Park in Space Parking	\$ 70.00			\$ 74.00
58	11.9 Overnight Parking (3 a.m. to 6 a.m.)	\$ 70.00			\$ 74.00
59	11.9.1 Overnight Parking (Vehicle over 6,000 lbs.)	\$ 102.00			\$ 108.00
60	Temporary All Night Parking	\$ 5.00	per night		\$ 5.00
61	12.1 Park in Violation of Curb Markings (R Y W)	\$ 70.00			\$ 74.00
62	12.2 Load or Unload in Excess of 20 Minutes	\$ 70.00			\$ 74.00
63	12.3 Park in Loading Zone	\$ 70.00			\$ 74.00
64	12.4 Park in Passenger Loading Zone	\$ 70.00			\$ 74.00
65	12.5 Park in Alley	\$ 70.00			\$ 74.00
66	3240 Parking on Private Property	\$ 70.00			\$ 74.00
67	13.15 Parking Commercial Vehicle in Residential	\$ 215.00			\$ 227.00
68	13.16 Commercial Vehicle (truck route)	\$ 258.00			\$ 272.00
69	9402.6(o) Park on Lawn/Unpaved Surface	\$ 65.00			\$ 69.00
<b>California Vehicle Code Violations</b>					
70	21113a Parking on Public Grounds	\$ 70.00			\$ 74.00
71	22500a Parking Within an Intersection	\$ 70.00			\$ 74.00
72	22500b On a Crosswalk	\$ 70.00			\$ 74.00
73	22500e In Front of Public or Private Drive	\$ 70.00			\$ 74.00
74	22500f On a Sidewalk	\$ 70.00			\$ 74.00
75	22500h Double Parking	\$ 70.00			\$ 74.00
76	22500i Bus Zone	\$ 322.00			\$ 339.00
77	22500.1 Park in Fire Lane/Accessway	\$ 322.00			\$ 339.00
78	22502 Park over 18" from R/Curb (or Wrong Side)	\$ 70.00			\$ 74.00
79	22507.8 Handicapped Parking (First Offense Only)	\$ 429.00			\$ 452.00
80	22514 Fire Hydrant (Within 15 feet)	\$ 70.00			\$ 74.00
81	22522 Park Near Curb Access Ramp	\$ 322.00			\$ 339.00
82	22526 Blocking Intersection	\$ 113.00			\$ 119.00
83	5200(a) Improper Display of License Plates	\$ 70.00			\$ 74.00
84	5204(a) Improper Display of Tabs	\$ 70.00			\$ 74.00
<b>Public Safety Alarm Fees</b>					
<b>False Security Alarm Fees</b>					
85	First and second false security alarm in any consecutive 365 day period (MC Section - 3907)	No Cost Assessment			No Cost Assessment

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**POLICE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
86	Third false security alarm in any consecutive 365 day period (MC Section 3907b)	\$ 215.00	Assessment		\$ 227.00
87	Fourth false security alarm in any consecutive 365 day period (MC 3907c)	\$ 322.00	Assessment		\$ 339.00
88	Fifth and all subsequent false security alarms in any consecutive 365 day period (MC 3907d) (Resolution 7047, adopted 10-21-14)	\$ 429.00	Assessment		\$ 452.00
89	Each false security alarm which specifically signals a robbery or panic alarm regardless of any other crime in any 365 day period	\$ 215.00	Cost Assessment	Commencing with the 2nd false security alarm in any consecutive 365 period 3907e	\$ 227.00
90	Reactivation Fee	\$ 215.00			\$ 227.00
	<b>False Fire Alarm</b>				
91	First and Second false Fire Alarm during the calendar year	No Cost Assessment			No Cost Assessment
92	Third and all subsequent false fire alarms during calendar year	Cost Assessment of \$320			Cost Assessment of \$320
93	Fifth and all subsequent false fire alarms during calendar year	Subject to Administrative Citations			Subject to Administrative Citations
	<b>Vehicle Impound/Storage Fees</b>				
94	Vehicle Impound/Storage Release Fee	\$ 182.00			\$ 192.00
95	Vehicle Impound/Storage Release Fee - Incident to Arrest Other than DUI	\$ 751.00			\$ 792.00
96	Vehicle Impound/Storage Release Fee with DUI	\$ 751.00			\$ 792.00
97	Massage Therapist Permit Application Fee	\$ 268.00			\$ 282.00
98	Massage Therapist Permit Renewal Fee	\$ 231.00			\$ 243.00
99	Movie Detail	Cost Varies			Cost Varies
	<b>Miscellaneous Police Services</b>				
100	Safekeeping of Firearms	\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit			\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit
101	Annual Overnight Parking Permit	\$ 134.00		Effective January 1, 2024	\$ 140.00
102	Annual Overnight Parking Permit Transfer Fee	\$ 5.00		Effective January 1, 2024	\$ 5.00
103	Altered Dogs	\$ 36.00			\$ 36.00
104	Unaltered Dogs	\$ 78.00			\$ 78.00
105	Altered Dogs - Senior rate	\$ 23.00			\$ 23.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**POLICE**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
106	Unaltered Dogs - Senior rate	\$ 46.00			\$ 46.00
107	Pet Store/Groomer	\$ 125.00			\$ 125.00
108	Replacement Tags	\$ 25.00			\$ 25.00
109	Penalty Fee for late payments	\$ 30.00			\$ 30.00
110	Taxi Driver Permit Application	\$ 231.00			\$ 243.00
111	Solicitation Permit Application	\$ 145.00			\$ 153.00
112	Audio/Video Recording (on CD)	\$ 1.00			\$ 1.00
113	Concealed Carry Weapon License Application	NEW			\$ 381.85
114	Concealed Carry Weapon License Amendment	NEW			\$ 10.00
115	Concealed Carry Weapon License Renewal	NEW			\$ 25.00
116	Concealed Carry Weapon License Psychological Test	NEW			\$ 150.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
1	Inspection Charges				
2	Backflow test and inspection (new construction) (Resolution 7239, adopted 12-18-18)	\$ 240.00			\$ 253.00
3	Annual administration of backflow device (Resolution 7239, adopted 12-18-18)	\$ 38.00			\$ 40.00
4	Street Maintenance Charges				
5	Curb number painting	\$ 95.00			\$ 100.00
6	Private street sweeping (per curb mile)	\$ 62.00			\$ 65.00
7	Maintenance Charges for Water Service				
8	Bacteriological test for new development's water lines	\$ 107.00		Plus Lab Cost	\$ 113.00
9	Field Monitor water meter (Flo-Search) - 1st time within 1 year	No charge		No Charge for 1st time within 1 year	No charge
10	Field Monitor water meter (Flo-Search) - 2nd and subsequent service within 1 year	\$ 97.00			\$ 102.00
11	Flow test hydrant (perform test)	\$ 413.00			\$ 435.00
12	Request to check water quality	\$ 252.00		Plus Lab Cost	\$ 266.00
13	Sewer Dye Test	\$ 123.00			\$ 130.00
14	Stand-pipe inspection (for developer access to water during const)	\$ 241.00			\$ 254.00
15	Water meter re-read - (1st within 1 year)	No charge		No Charge for 1st time within 1 year	No charge
16	Water meter re-read - (2nd and subsequent within 1 year)	\$ 54.00			\$ 57.00
17	Water meter turn-on after service shut-off (for change of ownership)	\$ 107.00	each		\$ 113.00
18	Water meter turn-on after service shut-off (for change of ownership)	\$ 268.00		after hours	\$ 282.00
19	Water turn-off notice for failure to test backflow prevention device	\$ 123.00			\$ 130.00
20	Unauthorized use of fire hydrant	\$ 129.00		Plus water cost	\$ 136.00
21	Flow test meter	\$ 193.00			\$ 203.00
22	Water turn-off/turn-on for non payment (during business hours)	\$ 139.00			\$ 147.00
23	Water turn-off/turn-on for non payment (after business hours)	\$ 268.00			\$ 282.00
24	Turn-on water per request during after-hours	\$ 279.00			\$ 294.00
25	Off-site improvement plan check	\$ 215.00		\$135 for each hour after	\$ 227.00
26	Hydrant flow test performed with water model	\$ 250.00			\$ 264.00
27	Abandon Existing Service - water inspection fee	\$ 145.00			\$ 153.00
28	Water Permit Inspection Fees: Pre-Construction Inspection- for Private Development Projects for water permits.	\$ 215.00			\$ 227.00
29	Water Permit Inspection Fees: Water Service Inspection of Installation- Meter Reading documentation - setting up service for new development	\$ 188.00			\$ 198.00
30	GIASP No Exposure Certification (NEC) or non-fliers - Stormwater Inspection fee	\$ 174.00			\$ 183.00
31	Stormwater and Urban Runoff Service Fees				
32	Urban Storm Water Mitigation Plan Check				

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
33	Non-SUSMP projects (minimum NPDES requirements)	\$ 100.00			\$ 105.00
34	Storm Water Inspection Fees				
35	Restaurants	\$ 199.00			\$ 210.00
36	Auto Service Businesses	\$ 230.00			\$ 242.00
37	Industrial Commercial	\$ 260.00			\$ 274.00
38	GIASP sites (large complex industrial projects)	\$ 450.00			\$ 474.00
39	Low Impact Development (LID annual inspection)	\$ 290.00			\$ 306.00
40	Industrial Waste and Related Services				
41	Industrial Waste Disposal Permits				
42	New Sewer Disposal	\$ 287.00			\$ 302.00
43	Sewer Disposal Permit Revision	\$ 224.00			\$ 236.00
44	New on-site Disposal	\$ 412.00			\$ 434.00
45	On-site Disposal Permit Revision	\$ 226.00			\$ 238.00
46	New - Off Site Disposal	\$ 412.00			\$ 434.00
47	Off-Site Disposal Permit Revision	\$ 224.00			\$ 236.00
48	Industrial Waste Plan Review				
49	Disposal to Sewer - New				
50	1	\$ 412.00			\$ 434.00
51	2	\$ 505.00			\$ 532.00
52	3	\$ 622.00			\$ 656.00
53	4	\$ 768.00			\$ 809.00
54	5	\$ 950.00			\$ 1,001.00
55	6	\$ 1,180.00			\$ 1,244.00
56	Disposal to Sewer - Revision				
57	1	\$ 337.00			\$ 355.00
58	2	\$ 411.00			\$ 433.00
59	3	\$ 505.00			\$ 532.00
60	4	\$ 621.00			\$ 655.00
61	5	\$ 767.00			\$ 808.00
62	6	\$ 949.00			\$ 1,000.00
63	On-site Disposal - New				
64	1	\$ 537.00			\$ 566.00
65	2	\$ 662.00			\$ 698.00
66	3	\$ 818.00			\$ 862.00
67	4	\$ 1,013.00			\$ 1,068.00
68	5	\$ 1,257.00			\$ 1,325.00
69	6	\$ 1,562.00			\$ 1,646.00
70	On-site Disposal - Revision				
71	1	\$ 437.00			\$ 461.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
72	2	\$ 537.00			\$ 566.00
73	3	\$ 661.00			\$ 697.00
74	4	\$ 817.00			\$ 861.00
75	5	\$ 1,013.00			\$ 1,068.00
76	6	\$ 1,257.00			\$ 1,325.00
77	Off-site Disposal - New				
78	1	\$ 412.00			\$ 434.00
79	2	\$ 505.00			\$ 532.00
80	3	\$ 622.00			\$ 656.00
81	4	\$ 768.00			\$ 809.00
82	5	\$ 950.00			\$ 1,001.00
83	6	\$ 1,178.00			\$ 1,242.00
84	Off-site Disposal - Revision				
85	1	\$ 337.00			\$ 355.00
86	2	\$ 411.00			\$ 433.00
87	3	\$ 505.00			\$ 532.00
88	4	\$ 621.00			\$ 655.00
89	5	\$ 767.00			\$ 808.00
90	6	\$ 949.00			\$ 1,000.00
91	Industrial Waste Annual Inspections				
92	Inspection Fee Class				
93	A	\$ 125.00			\$ 132.00
94	B	\$ 250.00			\$ 264.00
95	C	\$ 375.00			\$ 395.00
96	D	\$ 500.00			\$ 527.00
97	E	\$ 750.00			\$ 791.00
98	M	\$ 1,500.00			\$ 1,581.00
99	RDS	\$ 187.00			\$ 197.00
100	* Immediately upon issuance of a new permit, the permitted shall be billed a percentage of the above inspection fee, determined by the days remaining in the billing period, as scheduled below. The annual inspection fee shall also be increased by an additional \$138.00 for each approved rainwater diversion system.				
101	Days remaining in billing: 1-60	\$ -			\$ -
102	Days remaining in billing: 61-120	\$ 0.25			\$ 0.30
103	Days remaining in billing: 121-210	\$ 0.50			\$ 0.55
104	Days remaining in billing: 211-300	\$ 0.75			\$ 0.90
105	Days remaining in billing: 301-365	\$ 1.00			\$ 1.25
106	Wastewater sampling and analysis fee - per analysis	\$ 187.00			\$ 197.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
107	Miscellaneous Fees				
108	Inspection of pretreatment facility for permit cancellation	\$ 125.00			\$ 132.00
109	Review of site remedial investigation and cleanup plan to correct unauthorized release of industrial waste, initial deposit	\$ 155.00			\$ 163.00
110	Additional site remedial investigation and cleanup plan review and approval, per hour	\$ 155.00			\$ 163.00
111	Inspection s outside of normal business hours, per hour	\$ 125.00			\$ 132.00
112	Inspection for which no fee is specifically indicated	\$ 125.00			\$ 132.00
113	Additional plan review or revisions of previously approved plans, per hour	\$ 155.00			\$ 163.00
114	Delinquent fees (for fees not paid within 30 calendar days from the billing date):	10% penalty fee for each 30 day period beyond the billing date.			10% penalty fee for each 30 day period beyond the billing date.
115	Annual Inspection Fee Refunds				
116	1 - 60 (days from previous billing date)	\$ 0.75			\$ 0.80
117	61 - 150 (days from previous billing date)	\$ 0.50			\$ 0.55
118	151 - 240 (days from previous billing date)	\$ 0.25			\$ 0.30
119	241 or more (days from previous billing date)	\$ -			\$ -

	Classes of Businesses, Processes and Industries for Plan Review and Inspection	Plan Review Class	Inspection Class
120	Agricultural Production, Food Processing and Handling		
121	Animal Slaughtering (except fowl)	\$ 3.15	D
122	Bakery plants	\$ 2.10	C
123	Beverages, canning and bottling	\$ 2.10	C
124	Breweries, wineries	\$ 3.15	D
125	Canned and preserved fruits and vegetables	\$ 3.15	B
126	Cold storage and refrigeration plants	\$ 1.05	A
127	Dairies and dairy products	\$ 2.10	D
128	Food markets	\$ 1.05	A
129	Frozen foods	\$ 2.10	B
130	Hydroponic farms	\$ 2.10	B
131	Poultry	\$ 3.15	E
132	Prepared meat, poultry, and fish products	\$ 2.10	C
133	Restaurants, public eating places and plant cafeterias	\$ 1.05	A
134	Rendering	\$ 3.15	C
135	Sugar and confectionery products	\$ 1.05	A
136	Vegetable fats and oils	\$ 2.10	B
137	Vegetable packing	\$ 3.15	D

Attachment A - FY23-24 User Fee Schedule Draft

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
138	Mining, Manufacturing and Processing				
139	Aircraft	\$ 3.15	C		
140	Aircraft Engines, parts and accessories	\$ 3.15	C		
141	Ammunition and explosives	\$ 2.10	D		
142	asphalt and asphalt products	\$ 4.25	E		
143	Battery manufacturing, servicing and reclaiming	\$ 3.15	E		
144	Blast furnaces, steel works, rolling and finishing mills	\$ 4.25	E		
145	Carpet mills with dyeing	\$ 4.25	D		
146	Carpet mills without dyeing	\$ 1.05	A		
147	Cement manufacturing	\$ 3.15	B		
148	Ceramics	\$ 2.10	D		
149	Chemical milling	\$ 5.25	E		
150	Chemical plants	\$ 5.25	E		
151	Coating, electroplating, engraving, and related services	\$ 4.20	E		
152	Concrete batch plants	\$ 2.10	D		
153	Cut stone and stone products	\$ 2.10	A		
154	Electric power generation plants except waste-to-energy facilities	\$ 3.15	B		
155	Enameled products	\$ 2.10	B		
156	Guided missiles, space vehicles, space vehicle propulsion units and propulsion unit parts	\$ 4.25	D		
157	Iron and steel foundries and heat treating	\$ 4.25	D		
158	Linoleum, asphalt-felt-base and other hard-surface floor covering	\$ 2.10	B		
159	Metal fabrication (no chemical waste)	\$ 1.05	B		
160	Metals - with chemical waste (not otherwise classified)	\$ 1.05	A		
161	Metals - with no chemical wastes (not otherwise classified)	\$ 1.05	B		
162	Motor vehicles parts and accessories	\$ 2.10	B		
163	Motor vehicles, vehicle bodies, and trailers	\$ 3.15	B		
164	Musical instruments (metal)	\$ 2.10	C		
165	Non-metals - with chemical wastes (not otherwise classified)	\$ 3.15	D		
166	Non-metals - with no chemical wastes (not otherwise classified)	\$ 1.05	A		
167	Oil field production	\$ 2.10	C		
168	Paint manufacturing	\$ 3.15	D		
169	Paper manufacturing	\$ 3.15	C		
170	Paper products	\$ 2.10	B		
171	Pesticides	\$ 4.25	D		
172	Petroleum refining and processing	\$ 5.25	E		
173	Pharmaceuticals	\$ 4.25	D		
174	Photographic equipment and supplies	\$ 2.10	C		
175	Pottery, china, earthenware, porcelain and related products	\$ 2.10	C		

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
176	Primary smelting and refining of nonferrous metals	\$ 3.15	B		
177	Printed circuit boards	\$ 4.25	E		
178	Quarrying and rock crushing	\$ 4.25	D		
179	Railroad equipment	\$ 2.10	B		
180	Rolling, drawing and extruding nonferrous metals	\$ 2.10	C		
181	Rubber and plastics products	\$ 3.15	C		
182	Sand and gravel washing and screening	\$ 3.15	D		
183	Secondary smelting and refining of nonferrous metals	\$ 2.10	C		
184	Semiconductor and related devices	\$ 3.15	D		
185	Silverware, plated ware and stainless steel ware	\$ 4.25	E		
186	Spray-painting shops	\$ 1.05	A		
187	Steel springs manufacturing	\$ 3.15	E		
188	Tanning and wool pulling	\$ 3.15	D		
189	Textile mills, treating and dyeing	\$ 4.25	D		
190	Wood fabrication (no chemical wastes)	\$ 1.05	A		
191	Retail Trade and Services				
192	Airports, flying fields and airport terminal services	\$ 1.05	B		
193	Automotive repair	\$ 1.05	C		
194	Bottle and can washing	\$ 2.10	B		
195	Car wash	\$ 1.05	C		
196	Chemical Laboratories	\$ 1.05	B		
197	Cleaners, retail	\$ 1.05	B		
198	Commercial laundries (not coin-operated)	\$ 2.10	B		
199	Cooperages	\$ 3.15	D		
200	Dry cleaning plants	\$ 2.10	D		
201	Film processing plants	\$ 2.10	C		
202	Film processing, retail	\$ 1.05	A		
203	Kennels, dog and cat hospitals	\$ 1.05	A		
204	Marine service	\$ 2.10	C		
205	Schools, churches and institutions	\$ 1.05	A		
206	Service stations - incidental car washing, repairs, and maintenance	\$ 1.05	A		
207	Tank truck interior washing	\$ 2.10	D		
208	Truck repair and exterior washing	\$ 1.05	C		
209	Waste Disposal Facilities				
210	Cogeneration facilities (not otherwise classified)	\$ 2.10	C		
211	Hazardous waste treatment, recycling, storage and transfer facilities	\$ 6.30	M		
212	Injection wells, non-oilfield wastes (liquids)	\$ 3.15	M		
213	Landfill gas recovery facilities	\$ 6.30	M		
214	Liquid waste storage and transfer facilities, non-hazardous	\$ 4.25	E		

**CITY OF ARCADIA  
 USER FEE SCHEDULE  
 EFFECTIVE SEPTEMBER 1, 2023**

**PUBLIC WORKS**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
215	Open facilities, not used	\$ 1.05	A		
216	Solid-waste transfer, recycling and composting facilities	\$ 3.15	D		
217	Solid-waste incinerators	\$ 6.30	M		
218	Waste-to-energy facilities	\$ 6.30	M		

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**RECREATION AND COMMUNITY SERVICES**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
1	<b>Classes and Activities</b>				
2	Class Registration Administration Fee	\$ 6.00			\$ 6.00
3	Volleyball (per meeting) Adults and Teens	\$38/ per session			\$38/ per session
4	Kids Night Out Program	\$ 32.00			\$ 24.00
5	Adult Basketball League Cost per Team	\$ 910.00			\$ 910.00
6	Fee for processing refund for cancellation of recreation activity	\$ 21.00			\$ 22.00
7	Intramural Basketball, Volleyball, and Football (includes uniform)	\$ 107.00			\$ 113.00
8	<b>Wilderness Park Fees</b>				
9	Overnight Youth Campouts (per day/night) up to 50	\$ 320.00			\$ 320.00
10	If reservation for 100 requested, fee will be doubled	\$ 320.00			\$ 640.00
11	Security deposit per group (refundable)	\$ 110.00			\$ 116.00
12	School Picnics	\$ 110.00			\$ 116.00
13	Groups 1-5 (daily rates)	FREE			FREE
14	Groups 6-20 (daily rates)	\$ 32.00			\$ 32.00
15	Day Camp (1 week session)	\$ 160.00			\$ 169.00
16	Sports Camp (1 week session)	\$ 160.00			\$ 169.00
17	<b>Bonita Park</b>				
18	Bonita Park Light Use (per hour)	\$ 11.00			\$ 12.00
19	<b>Dana Gym</b>				
20	Teen Nights	\$ 32.00			\$ 38.00
21	Adult Badminton	\$ 38.00			\$ 38.00
22	<b>Various Sites</b>				
23	Winter, Spring, Thanksgiving, and Teen Camps	\$ 38.00	day		\$ 40.00
24	Summer Fun N Play	\$ 50.00			\$ 53.00
25	Hourly Fee for Use of Synthetic Turf Fields	\$ 38.00	hr		\$ 40.00
26	Annual Security Deposit For Use of Concession Stands	\$ 270.00			\$ 286.00
27	Annual Security Deposit For Use of Athletic Fields	\$ 270.00			\$ 286.00
28	Museum Education Center rentals	\$ 54.00	hr	2 hour minimum	\$ 57.00
29	<b>Community Center Meeting Rooms</b>				
30	<b>Large Banquet Meeting Room (6 A-E)</b>				
31	Attendance: 231 to 260	\$ 160.00	hr	FULL BALLROOM *Changing 6 hr. block to 1 hr. block*	\$ 169.00
32	Attendance: 131 to 230	\$ 110.00	hr	2/3 Ballroom*Changing 6 hr. block to 1 hr. block*	\$ 116.00
33	Attendance: Up to 130	\$ 80.00	hr	1/3 Ballroom *Changing 6 hr. block to 1 hr. block*	\$ 84.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

**RECREATION AND COMMUNITY SERVICES**

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
34	Security Deposit (refundable)	\$ 320.00			\$ 339.00
35	Rates for Retirement Events for City Employees	\$ 215.00		6 hour maximum, including set up/breakdown	\$ 225.00
36	<b>Small Meeting Rooms (7AB or other small room)</b>				
37	Rental Fee	\$ 64.00	hr		\$ 67.00
38	Security Deposit (refundable)	\$ 110.00			\$ 116.00
39	<b>Custodial Care of Children - Late Fees</b>				
40	5 minutes	FREE			FREE
41	6 - 10 minutes	\$ 21.00			\$ 22.00
42	11 - 15 minutes	\$ 32.00			\$ 33.00
43	16 - 20 minutes	\$ 43.00			\$ 44.00
44	21 - 25 minutes	\$ 54.00		\$10.00 additional charge for each 5 minutes	\$ 55.00
45	Council Chambers Room Facility Rental	\$ 54.00	hr	2 hour minimum	\$ 57.00
46	Council Chambers Room Facility Rental Security Deposit	\$ 110.00	hr		\$ 116.00
47	MEC Security Deposit	\$ 110.00			\$ 116.00
48	Extended Care AM	\$ 21.00			\$ 22.00
49	Extended Care PM	\$ 21.00			\$ 22.00
50	Extended Care AM&PM	\$ 42.00			\$ 44.00

**CITY OF ARCADIA  
USER FEE SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2023**

LIBRARY					
	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	NOTES	NEW FEES EFFECTIVE SEPTEMBER 1, 2023
1	<b>Library Fees</b>				
2	<b>Overdue Library Materials</b>				
3	Per day, per item	\$ 0.25			\$ 0.25
4	Maximum fine, per item	\$ 10.00			\$ 10.00
5	Referral fee to collection agency per item	\$ 15.00			\$ 15.00
6	<b>Items Lost or Damaged Beyond Repair</b>				
7	Replacement	Cost of Items			Cost of Items
8	Processing Charge (paperback)	\$ 10.00			\$ 5.00
9	Processing Charge (all other materials)	\$ 10.00			\$ 5.00
10	<b>Book Reserve</b>				
11	Adult materials	Free			Free
12	Children's materials	Free			Free
13	Interlibrary Loan Requests: Each request (plus postage and other fees added by	\$ 5.00			\$ 5.00
14	<b>Photocopies</b>				
15	Photocopies (first 25 pages)	Free			Free
16	Photocopies (26th and subsequent pages)	\$ 0.15	per page		\$ 0.15
17	Historical Materials for Private or Not for Profit Use	\$ 20.00			\$ 20.00
18	Historical Materials, commercial use, public display, publication	\$ 100.00			\$ 100.00
19	<b>Library Card</b>				
20	First card	\$ -			\$ -
21	Replacement fee for lost card	\$ 2.00			\$ 2.00
22	<b>Library Meeting Room Reservations</b>				
23	Cay Mortenson Auditorium				
24	Per Hour Rental Fee (2 hour minimum)	\$ 125.00			\$ 125.00
25	Auditorium Security Deposit (refundable)	\$ 150.00			\$ 150.00
26	Cleaning Fee per use when food is served	\$ 50.00			\$ 50.00
27	Auditorium Piano Rental Use Fee	\$ 50.00			\$ 50.00
30	Internet Computer Use Guest Pass	Free			Free
28	Museum Patio				
29	Per Hour (2 hour minimum)	\$ 40.00			\$ 42.00
31	<b>Passport Services</b>				
32	Passport Fee	\$ 35.00			\$ 35.00
33	Photo Fee	\$ 15.00			\$ 15.00
34	Express Mail	\$ 27.00			\$ 28.75
35	<b>Class Fees</b>				
36	English Conversation Fee	\$ -	yr/student		\$ -
37	Per Hour Rental Fee Imagination Theater (1 hour min.)	\$ 55.00	per hour		\$ 55.00
38	Security Deposit (refundable)	\$ 55.00			\$ 55.00

Attachment A - FY23-24 User Fee Schedule Draft

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, MAY 16, 2023**

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**CALL TO ORDER** - Mayor Cheng called the Study Session to order at 5:05 p.m.

**ROLL CALL OF CITY COUNCIL MEMBERS**

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

**PUBLIC COMMENTS** – No one appeared.

**STUDY SESSION**

Mayor Cheng moved Item b. to the first part of the agenda.

- b. Report, discussion, and direction regarding the creation of a City Health Commission.  
CEQA: Not a Project  
Recommended Action: Provide Direction

After City Council discussion, a motion was made by Council Member Cao, seconded by Mayor Cheng, and carried on a roll call vote to bring forward a Resolution establishing a City Council Health Committee that would provide a health fair and health education for the community.

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

- a. Report, discussion, and direction regarding the proposed Operating Budget for Fiscal Years 2023-25, and Proposed Capital Improvement and Equipment Plan for Fiscal Years 2023-28.  
CEQA: Not a Project  
Recommended Action: Provide Direction

City Manager Lazzaretto provided the PowerPoint Presentation.

After discussion, the City Council directed staff to prepare the necessary Resolutions for City Council consideration at the June 6, 2023, City Council Meeting, related to the adoption of the Operating Budget for Fiscal Years 2023-25, and Capital Improvement and Equipment Plan for Fiscal Years 2023-28.

The Study Session ended at 6:47 p.m.

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

1. **CALL TO ORDER** – Mayor Cheng called the Regular Meeting to order at 7:02 p.m.
2. **INVOCATION** – Pastor Terrence Shay, First Chinese Baptist Church of Walnut/Arcadia Resident

**3. PLEDGE OF ALLEGIANCE – City Clerk Glasco**

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

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

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

City Attorney Maurer reported that prior to the Regular Meeting the City Council met in a Study Session to discuss the two items listed on the posted agenda; he indicated that direction was provided on those items; and that those items will be brought back to the City Council for action at a future meeting.

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

City Manager Lazzaretto had nothing to report and welcomed City Clerk Glasco to the meeting.

**7. PRESENTATIONS**

- a. Presentation of Mayor’s Certificate to Arcadia resident Wesley Beverlin for 30 years of service to the LA County Sanitation Districts.
- b. Presentation of the 2023 Arcadia Beautiful Spring Home Awards.
- c. Presentation by LA Metro for the I-210 Soundwall Package 10 – a new decorative soundwall along the I-210 Freeway from Santa Anita Avenue to Baldwin Avenue in Arcadia.

**8. PUBLIC COMMENTS**

Francine Chiu, an Arcadia business owner, and President of the Arcadia Chamber of Commerce appeared and announced the following upcoming events: Rise and Shine Arcadia Networking Breakfast on May 18; Networking at Noon on May 23; the Virtual Job Fair on May 31; and a Mixer hosted by the Arcadia Chamber and Los Angeles Chinese Chamber on June 1.

Gerri Lyn, an Arcadia resident, appeared and expressed her concerns regarding possible home birthing centers near her residence; and explained her reasons for why her home should be zoned as a single-family residence.

Anne Snyder, Director of the 8Eighty Homeowner’s Board, and Dr. Deepa Nanayakkara appeared on behalf of the residents of the “8Eighty” community and expressed their opposition to a new bus stop at the entrance of their gated community; and urged the City Council to reconsider the construction of the new bus stop.

**9. 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 Cao reported that he attended the Southern California Association of Governments meeting; Clean Power Alliance meeting; Arcadia Fire Department’s Firefighters’ Pancake Breakfast; Congresswoman Judy Chu’s Annual Congressional Woman of the Year Awards; a City Council Budget Study Session; the USC Arcadia Hospital Week Celebration &

Proclamation Presentation; the USC Arcadia Hospital Foundation Mardi Gras event; the Arcadia Volunteer Recognition Dinner; the Neighborhood Watch Meeting hosted by the Arcadia Police Department; and that prior to the Regular City Council Meeting, he attended a Budget Study Session.

Council Member Kwan announced that May is Asian American and Pacific Islander Heritage Month; she noted that the City appears to be co-sponsoring Law Day with the Arcadia Chinese Association; that years ago in a cost cutting measure the City Council voted to no longer sponsor the event; she requested City Council support to place an item on a future agenda to discuss co-sponsoring the Law Day event; she reported that she attended the Foothill Gold Line meeting; she explained that the Board is requesting that letters from surrounding cities be sent to the State requesting additional funding to complete the Metro Gold Line project; and requested the City Council submit a letter of support.

Council Member Wang announced that she attended the Arcadia Fire Department's Firefighters' Pancake Breakfast; the Annual Community Bike Ride; Congresswoman Judy Chu's Annual Congressional Woman of the Year Awards; a City Council Budget Study Session; the USC Arcadia Hospital Week Celebration & Proclamation Presentation; the Arcadia Chamber of Commerce meeting; the USC Arcadia Hospital Foundation Mardi Gras event; the Foothill Employment and Training Connection meeting; and the Arcadia Volunteer Recognition Dinner, among other events outside the City of Arcadia. She stated that she attended the Neighborhood Watch meeting with the Arcadia Police Department; and that prior to the Regular City Council Meeting, she attended a Budget Study Session.

Mayor Pro Tem Verlato announced that she attended a City Council Budget Study Session; the USC Arcadia Hospital Foundation Mardi Gras event; the Arcadia Volunteer Recognition Dinner; she welcomed City Clerk Glasco; she congratulated Wesley Beverlin for all the work he did at the LA County Sanitation Districts; she reported that prior to the Regular City Council Meeting, she attended a Budget Study Session and there was brief discussion about neighboring cities providing shelter for Arcadia's unhoused, and she encouraged the City Council to meet with those cities. She further announced that May 17 is the Neighborhood Watch Meeting for District 1; May 18 is the San Gabriel Valley Council of Governments meeting; May 20 is the Arcadia Historical Society Garden Party; May 21 is the Arcadia Field of Honor Opening Day; and that she attended the funeral of Terry Muse, former Liaison for Waste Management. Mayor Pro Tem Verlato expressed her support for Council Member Kwan's request to place the topic of Law Day on a future agenda and stated that she would like this item presented at the June 6, 2023, City Council Meeting; Council Member Wang concurred with this request.

Mayor Cheng announced that May 17 is the Neighborhood Watch Meeting for District 1; that May 20 the Arcadia Police Department is hosting its final Neighborhood Watch meeting; May 27 is Supervisor Kathryn Barger & Military Veterans Affairs' 25<sup>th</sup> Annual Tribute to Veterans & Military Families at Arcadia County Park; that on May 29 the Monrovia City Council and Turner and Stevens Oak Mortuary will be honoring Veterans; and that flags for the Field of Honor event can be purchased for \$50.

City Clerk Glasco thanked the City Council and City Manager Lazzaretto for their kind words; he announced that May 27 is Supervisor Kathryn Barger & Military Veterans Affairs' 25<sup>th</sup> Annual Tribute to Veterans & Military Families at Arcadia County Park.

## 10. CONSENT CALENDAR

- a. Special Meeting Minutes of April 26, 2023, Regular Meeting Minutes of May 2, 2023, and Special Meeting Minutes of May 8, 2023.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Resolution No. 7494 approving participation in Year 3 of the Los Angeles Urban County Permanent Local Housing Allocation ("PLHA") Program; identifying proposed activities for \$799,154 in PLHA Funding; and authorizing the Mayor, or designee, to sign a reimbursable contract with the Los Angeles County Development Authority ("LACDA").  
CEQA: Not a Project  
Recommended Action: Adopt
- c. Resolution No. 7495 amending the Fiscal Year 2022-23 Equipment Acquisition Program Budget and authorizing a supplemental budget appropriation for the purchase of two (2) mechanical cardiopulmonary devices in the amount of \$8,320, offset by a \$8,320 reduction in the American Rescue Plan Act ("ARPA") Fund; and approving a Purchase Order with Stryker Sales, LLC for the purchase of two (2) mechanical cardiopulmonary devices in the amount of \$60,320.  
CEQA: Not a Project  
Recommended Action: Adopt and Approve
- d. Resolution No. 7496 amending the Fiscal Year 2022-23 Equipment Acquisition Program Budget and approving a supplemental budget appropriation in the amount of \$62,022 from the Equipment Replacement Reserve Fund for the purchase of a new 2023 Ranger Crew XP 1000 Northstar Ultimate Utility Terrain vehicle from Polaris Sales, Inc.  
CEQA: Not a Project  
Recommended Action: Adopt and Approve
- e. Resolution No. 7497 amending the Fiscal Year 2022-23 Operating Budget authorizing a supplemental budget appropriation for the purchase of fireworks at the 2023 Patriotic Festival in the amount of \$20,000, offset by a reduction in the General Fund Reserve; and waiving expenses related to police and fire support for the 2023 Patriotic Festival.  
CEQA: Exempt  
Recommended Action: Adopt
- f. Professional Services Agreement with Bateman Community Living, LLC d.b.a. Trio Community Meals to provide the Senior Meals Program for Fiscal Year 2023-24 in an amount not to exceed \$103,700.  
CEQA: Not a Project  
Recommended Action: Approve
- g. Accept all work performed by 316 Engineering and Construction Co., Inc. for the Valve Replacement Project as complete.  
CEQA: Exempt  
Recommended Action: Approve

- h. Accept all work performed by Onyx Paving Company, Inc. for the Fiscal Year 2021-22 Pavement Rehabilitation Project as complete.  
CEQA: Exempt  
Recommended Action: Approve

City Attorney Maurer noted for the record that due to a conflict of interest, Council Member Kwan will abstain from voting on Consent Item 10.e.

It was moved by Council Member Verlato, seconded by Mayor Cheng, and carried on a roll call vote to approve Consent Calendar Items 10.a through 10.h.

AYES: Verlato, Cheng, Cao, and Wang  
NOES: None  
ABSTAIN: Kwan  
ABSENT: None

## 11. ADJOURNMENT

The City Council adjourned at 8:12 p.m. to Tuesday, June 6, 2023, at 6:00 p.m. in the City Council Conference Room.



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Linda Rodriguez  
Assistant City Clerk



# STAFF REPORT

Administrative Services Department

**DATE:** June 6, 2023

**TO:** Mayor and City Council

**FROM:** Hue C. Quach, Administrative Services Director  
Henry Chen, Financial Services Manager/Treasurer

**SUBJECT:** RESOLUTION NO. 7499 ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2023-24 PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION

**CEQA: Not a Project**

**Recommendation: Adopt**

## SUMMARY

Article XIII-B of the State Constitution imposes a limit (“the GANN Limit”) on tax proceeds that can be appropriated for expenditures in any given fiscal year. Section 7910 requires the City of Arcadia (City) to establish the Limit by resolution. As calculated, the City’s expenditures subject to the limit are \$68,791,100 versus a limit of \$111,983,542, meaning that the City is under the GANN Limit by \$43,192,442. It is recommended that the City Council adopt Resolution No. 7499 establishing the annual adjustment factors and the resultant Limit for the Fiscal Year 2023-24.

## DISCUSSION

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the GANN Initiative. This proposition created Article XIII-B of the State Constitution placing limits on the amount of revenue that can be spent by any city government. Each government was allocated a base year Limit, which is adjusted annually for inflation and population growth. The law also requires an annual review of the Limit calculation.

Certain revenues do not count toward the annual GANN Limit. For instance, the expenditure of tax proceeds on voter-approved debt and the costs of complying with Court orders and Federal mandates are not counted as they are restricted for certain purposes. Similarly, if the State specifies that funds transmitted to cities are restricted in their use (e.g., State Gas Tax), they are excluded in the calculation of the City’s GANN Limit.

To measure inflation, each City may choose the greater of the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to new construction within the City. At the present time, the data necessary to calculate the increase in the non-residential assessed valuation is not available from the Los Angeles County Assessor. Thus, the change of California Per Capita Income at 4.44% has been used as the inflationary adjustment factor in the calculation of the Appropriation Limit.

The second factor for calculating the Limit is the change in population. Cities may choose the greater of the population growth within the County of Los Angeles (County) or the City. In the County, the population growth rate was -0.75%; the City's population growth rate was -0.74% in 2023. As a result, the City has chosen to use the City's growth factor for FY 2023-24's GANN Limit calculation.

The attached Exhibits "A", "A-1", "B", "C", "C-1", and "D", demonstrate the City's compliance with Article XIII-B of the State Constitution for the Fiscal Year ending June 30, 2024. As calculated, the City's Proceeds of Taxes Before Exclusions is established at \$69,310,800 (Exhibit "C"), and the FY2023-2024 Appropriation Limit is \$111,983,542 (Exhibit "A"). Exhibit "B" shows that the City of Arcadia is under the Appropriation Limit by \$43,192,442.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The GANN Limit for the City of Arcadia in FY 2023-24 is established at \$111,982,542. The appropriations subjected to the limit in the annual budget are \$68,791,100, which are well within the Limit. Therefore, the City may fully expend all funds appropriated in the FY 2023-24 Budget and has room for additional appropriations during the year as necessary.

### **RECOMMENDATION**

It is recommended that the City Council find this action is exempt from the requirements of the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7499 establishing an appropriation limit for Fiscal Year 2023-24 pursuant to Article XIII-B of the California Constitution.

Resolution No. 7499 Establishing an Appropriation Limit for  
Fiscal Year 2023-24  
June 6, 2023  
Page 3 of 3

Approved:



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Dominic Lazzaretto  
City Manager

Attachments: Exhibit "A" - Appropriation Limit for Fiscal Year 2023-24  
Exhibit "A-1" - Population/Inflationary Adjustment  
Exhibit "B" - Appropriations Subject to Limitation  
Exhibit "C" - Calculation of Proceeds  
Exhibit "C-1" - Interest Earnings produced by Taxes  
Exhibit "D" - Exclusions  
Resolution No. 7499

**EXHIBIT "A"**

**CITY OF ARCADIA  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2023-2024**

		<u>AMOUNT</u>
A. LAST YEAR'S LIMIT (2022-2023)		\$ 108,019,236
B. ADJUSTMENT FACTORS:		
CITY OF ARCADIA POPULATION GROWTH	0.9926	
PER CAPITA COST OF LIVING CHANGE AS A RATIO	<u>1.0444</u>	
TOTAL ADJUSTMENT	<u>1.0367</u>	
C. ANNUAL ADJUSTMENT		<u>3,964,306</u>
D. FISCAL 2023-2024 LIMIT		<u><u>\$ 111,983,542</u></u>

**EXHIBIT "A-1"**

**CITY OF ARCADIA  
POPULATION/COST OF LIVING ADJUSTMENT  
FISCAL YEAR 2023-2024**

	<u><b>AMOUNT</b></u>
PERCENTAGE CHANGE IN PER CAPITA PERSONAL INCOME	4.44%
POPULATION GROWTH - LOS ANGELES COUNTY	-0.75%
POPULATION GROWTH - CITY OF ARCADIA	-0.74%

SOURCE: DEPARTMENT OF FINANCE, STATE OF CALIFORNIA

**EXHIBIT "B"**

**CITY OF ARCADIA  
APPROPRIATIONS SUBJECT TO LIMITATION  
FISCAL YEAR 2023-2024**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PROCEEDS OF TAXES GRAND TOTAL	\$ 69,310,800	EXHIBIT C
B. EXCLUSIONS (MEDICARE TAX)	<u>(519,700)</u>	EXHIBIT D
C. APPROPRIATIONS SUBJECT TO LIMITATION	\$ 68,791,100	
D. FISCAL 2023-2024 LIMIT	<u>111,983,542</u>	EXHIBIT A
E. OVER/(UNDER) LIMIT	<u><u>\$(43,192,442)</u></u>	

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2023-2024**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
Property Tax	\$19,524,300	\$ -	\$ 19,524,300
Public Safety Augmentation	702,800	-	702,800
Sales & Use Tax	24,422,900	-	24,422,900
Transient Occupancy Tax	4,461,700	-	4,461,700
Property Transfer Tax	618,500	-	618,500
Utility Users Tax	8,423,000	-	8,423,000
Business License Tax	1,364,200	50,000	1,414,200
<b>TOTAL TAXES</b>	<u>\$59,517,400</u>	<u>\$ 50,000</u>	<u>\$59,567,400</u>
 <b>FROM STATE</b>			
Motor Vehicle In Lieu	\$ 8,856,000	\$ -	\$ 8,856,000
Gasoline Tax	-	1,609,500	1,609,500
Road Maint./Rehabilitation (SB1)	-	1,406,400	1,406,400
Homeowner's Exemption	69,800	-	69,800
POST	-	10,000	10,000
SB 90 Reimbursements	-	-	-
<b>TOTAL FROM STATE</b>	<u>\$ 8,925,800</u>	<u>\$ 3,025,900</u>	<u>\$11,951,700</u>
 <b>OTHER GOVERNMENTS</b>			
Community Development (CDBG)	\$ -	\$ -	\$ -
Citizens Options for Public Safety	-	170,000	170,000
Homeland Security	-	-	-
OTS Grant	-	97,600	97,600
Other (PROP A&C) Taxes	-	2,957,300	2,957,300
Prop A Park Maint. & Services	-	-	-
Measure R	-	1,005,600	1,005,600
Measure M	-	1,139,700	1,139,700
Used Oil Grant	-	9,000	9,000
Beverage Container Recycling Grant	-	14,500	14,500
AQMD (AB2766)	-	74,300	74,300
<b>TOTAL OTHER GOVERNMENTS</b>	<u>\$ -</u>	<u>\$ 5,468,000</u>	<u>\$ 5,468,000</u>

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2023-2024**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
LOCALLY RAISED			
LICENSES AND PERMITS			
Franchise Fee	\$ -	\$ 1,091,700	\$ 1,091,700
Parking Permits	-	598,400	598,400
Plan Check Fees	-	955,000	955,000
Building Permits	-	1,000,000	1,000,000
Mechanical, Electrical & Plumbing	-	390,000	390,000
Home Occupation Permits	-	9,500	9,500
Miscellaneous Permits	-	9,500	9,500
Planning Applications	-	361,000	361,000
Fire Plan Check	-	180,000	180,000
Engineering Permit Fees	-	150,000	150,000
Fire Code Permit Fees	-	150,000	150,000
Fire Code Inspections	-	70,000	70,000
Off-site Improvement	-	12,000	12,000
Water Landscape Review	-	80,000	80,000
Technology Fee	-	190,000	190,000
Unoccupied Residences	-	-	-
Storm Water Plan Check Fees	-	15,000	15,000
SB1473 building Permit	-	300	300
PEG	-	80,000	80,000
Charges for Current Service	-	4,336,500	4,336,500
Recreation Activities	-	1,558,300	1,558,300
Library Charges	-	82,500	82,500
Rent & Royalty	-	1,299,100	1,299,100
Transportation Impact fees	-	300,000	300,000
Solid Waste Assessments	-	570,000	570,000
Park/Dwelling Unit Fees	-	1,400,000	1,400,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ -</b>	<b>\$ 14,888,800</b>	<b>\$ 14,888,800</b>

**EXHIBIT "C"**

**CITY OF ARCADIA  
CALCULATIONS OF PROCEEDS  
FISCAL YEAR 2023-2024**

<b>REVENUE</b>	<b>PROCEEDS OF TAXES</b>	<b>NON PROCEEDS OF TAXES</b>	<b>TOTAL</b>
<b>FINES &amp; PENALTIES</b>			
Miscellaneous Fines	\$ -	\$ 13,700	\$ 13,700
Parking Citations	-	470,000	470,000
Code Violations	-	18,000	18,000
Fire Citations	-	500	500
<b>TOTAL FINES &amp; PENALTIES</b>	<u>\$ -</u>	<u>\$ 502,200</u>	<u>\$ 502,200</u>
<b>OTHER REVENUE</b>			
Parimutual Receipts	\$ 432,000	\$ -	\$ 432,000
Admin. O/H Transit	-	134,600	134,600
Admin. O/H Water	-	1,452,400	1,452,400
Admin. O/H Sewer	-	274,600	274,600
Admin. O/H Lighting District	-	117,200	117,200
Admin. O/H Redevelopment	-	-	-
Court Appearances	-	4,000	4,000
Waste Management Admin. Fees	-	130,000	130,000
<b>TOTAL OTHER REVENUE</b>	<u>\$ 432,000</u>	<u>\$ 2,112,800</u>	<u>\$ 2,544,800</u>
<b>Total Estimated Revenues</b>			
Before Revenue from Use of Money	\$68,875,200	\$ 26,047,700	\$94,922,900
<b>Revenue Earned from Use of Money</b>			
Earned on Non-Proceeds of Taxes: Funds 104, 107, 112, 114, 118 142, 151, 153, 155, 156, 157, 161, 165	\$ -	\$ 470,400	\$ 470,400
Proceeds of Taxes: Fund 302	-	267,400	-
General Fund	<u>435,600</u>	<u>164,400</u>	<u>600,000</u>
<b>TOTAL REVENUE EARNED FROM USE OF MONEY</b>	<u>\$ 435,600</u>	<u>\$ 902,200</u>	<u>\$ 1,070,400</u>
<b>GRAND TOTAL</b>	<u><u>\$69,310,800</u></u>	<u><u>\$ 26,949,900</u></u>	<u><u>\$95,993,300</u></u>

**EXHIBIT "C-1"**

**CITY OF ARCADIA  
INTEREST EARNINGS PRODUCED BY TAXES  
FISCAL YEAR 2023-2024**

		<u>AMOUNT</u>
PROCEEDS OF TAXES (EXCLUDING INTEREST)		\$ 68,875,200
TOTAL REVENUE (EXCLUDING INTEREST)		\$ 94,922,900
PERCENT APPLICABLE TO PROCEEDS OF TAXES		72.60%
TOTAL INTEREST BUDGETED FOR GENERAL FUND		\$ 600,000
INTEREST APPLICABLE TO PROCEEDS OF TAXES	72.60%	\$ 435,600
INTEREST APPLICABLE TO NON-PROCEEDS OF TAXES	27.40%	\$ 164,400
INTEREST DIRECTLY IDENTIFIED TO THE FUNDS WHICH REVENUES ARE IDENTIFIED AS NON PROCEEDS OF TAXES - FUND 104, 107, 112, 114, 118, 142, 151, 153, 155, 156, 157, 161, 165		\$ 470,400
INTEREST DIRECTLY IDENTIFIED TO FUNDS WHICH REVENUES ARE IDENTIFIED AS PROCEEDS OF TAXES - FUND 302		\$ -

**EXHIBIT "D"**

**CITY OF ARCADIA  
EXCLUSIONS  
FISCAL YEAR 2023-2024**

**FEDERAL MANDATED COSTS:**

MEDICARE TAX	\$	519,700
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RESOLUTION NO. 7499

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 PURSUANT TO ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII-B of the Constitution of the State of California imposes restriction upon California governmental agencies to limit their annual appropriations to the appropriations in fiscal year 1978-79, adjusted for the subsequent inflation and population changes; and

WHEREAS, effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XIII-B, the annual calculation of the appropriations limit is subject to a limited review in connection with the annual audit; and

WHEREAS, the City of Arcadia may use as its inflation factor either the annual percentage change in California per capital personal income or the percentage change in its local assessment roll from the preceding year due to the change of local nonresidential construction. The City of Arcadia has opted to use, as the inflation adjustment factor, the percentage change in California per capita personal income in lieu of the growth in the non-residential assessed valuation; and

WHEREAS, the City of Arcadia may use as its population factor either the annual percentage change of the City's own population or the annual percentage change in population of the Los Angeles County. The City of Arcadia has opted to use, as the population adjustment factor, the change in the population of the City; and

WHEREAS, pursuant to Article XIII-B of the California Constitution, the City is required to set its appropriation limit for each fiscal year and has made available to the public the documentation used in the determination of said appropriation limit.

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

SECTION 1. The appropriation limit for Fiscal Year 2023-24 for the City of Arcadia shall be and is hereby set in the amount of \$111,983,542.

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

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this 6th day of June 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Jeramie Brogan, Management Analyst

**SUBJECT:** RESOLUTIONS INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS, APPROVING THE PRELIMINARY ENGINEER'S REPORT, DECLARING INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2023-24, AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1

RESOLUTION NO. 7503 INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE AND ORDERING THE PREPARATION OF THE ENGINEER'S REPORT

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7504 APPROVING THE PRELIMINARY ENGINEER'S REPORT OF WILLDAN FINANCIAL SERVICES FOR THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1

**CEQA: Not a Project**

**Recommendation: Adopt**

RESOLUTION NO. 7505 DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 FOR FISCAL YEAR 2023-24 AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

The Citywide Lighting District No. 1 ("Citywide Lighting District" or "District") was formed in the City of Arcadia pursuant to state law for the purpose of partially funding the ongoing operation, maintenance, and servicing of the City's street lighting system. The District

budget for Fiscal Year 2023-24, as proposed, increased by 7.08%, or \$95,700. The increase is primarily due to an increase in electricity and contract services. As a result, for Fiscal Year 2023-24, the annual assessment rate for a single-family property owner in Zone 1 will increase from \$21.50 to \$23.00; and from \$36.60 to \$39.16 in Zone 2.

It is recommended that the City Council adopt the Resolutions initiating proceedings for the annual levy and collection of assessments, approving the preliminary engineer's report, declaring its intention to levy and collect assessments for Fiscal Year 2023-24, and appointing a time and place for a public hearing for the Arcadia Citywide Lighting District No. 1.

### **BACKGROUND**

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

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

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

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

In addition to the use of zones, the method of apportionment established for the Citywide Lighting District to reflect the proportional special benefit of each parcel utilizes a weighted methodology of apportionment referred to as an equivalent benefit unit ("EBU") methodology. The proportional special benefit calculation for each parcel is determined by land use, number of units, and acreage. Furthermore, a benefit multiplier factor is also

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

## **DISCUSSION**

The City's Fiscal Year 2023-24 proposed Budget for the Lighting District is \$1,446,600, of which \$1,221,158 has been determined to be of special benefit to properties within the Citywide Lighting District based on the assessment methodology. However, the District was established to fund only a portion of this amount. As a result, the City will be contributing approximately 60%, or \$862,224, of the total street lighting budget, while the property owners will pay about 40%, or \$584,376, of street lighting costs. The Citywide Lighting District budget for Fiscal Year 2023-24, as proposed, increased by 7.08%, or \$95,700. The increase is due to an increase in electricity costs and contract services. Since the Fiscal Year 2023-24 Citywide Lighting District budget has increased, the annual assessment rate for a single-family property owner in Zone 1 will increase from \$21.50 to \$23.00; and for a single-family property owner in Zone 2, the annual assessment rate will increase from \$36.60 to \$39.16.

As part of the District formation, an assessment range formula was also developed to provide reasonable increases and inflationary adjustments that are associated with providing improvements for the Citywide Lighting District. The maximum rates for the Citywide Lighting District are annually adjusted by an amount not to exceed 3% each Fiscal Year. The adjusted Maximum Assessment Rate is calculated independently of the Citywide Lighting District's annual budget. Although the assessment range formula allows the City to increase the assessment rate to the maximum rate, the City has never raised assessment rates to the maximum allowed. For instance, while the Maximum Assessment Rate formula would allow the rates to be raised to \$24.55 in Zone 1 and \$41.75 in Zone 2, the assessment rates are only being increased to cover the change in budgeted costs in the coming year.

Using the single-family property as the baseline for the assessment, the table below shows the annual assessment rate levied in Fiscal Year 2022-23 and the proposed Fiscal Year 2023-24 annual assessment rates for Zones 1 and 2:

	<b>FY 22-23 Assessment Rate</b>	<b>FY 23-24 Assessment Rate<sup>1</sup></b>
<b><u>Lighting District Total Budget</u></b>	\$1,350,900	<b>\$1,446,600</b>
<b>Zone 1 (Arterial Lights)</b>	\$21.50	<b>\$23.00</b>
Sparse Lighting	(\$4.30)	(\$4.60)
<b>Zone 2 (Local Lights)</b>	\$36.60	<b>\$39.16</b>
Sparse Lighting	(\$7.32)	(\$7.83)

<sup>1</sup>FY 2023-24 Maximum Assessment Rate for Zone 1 is \$24.55; Zone 2 is \$ 41.75

At the June 20, 2023, City Council Meeting, a public hearing will be conducted to allow the public an opportunity to provide comment regarding the levy and collection of assessments for the District. Fees can only be adopted after the conclusion of the public hearing.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Fees collected under the Citywide Lighting District will help defray the total maintenance costs of lighting in the subject areas. Upon conclusion of the public hearing and adoption of the engineer’s report, a total of \$584,376 will be levied and collected under the Citywide Lighting District. The levy will not exceed the cost of providing the subject services to the areas nor will the levy exceed the Maximum Assessment Rates allowed. The levy has been set to ensure that the cost to the property owner does not exceed the special benefit to that property. Based on the recommended assessments, the City of Arcadia will contribute \$862,224 to the street lighting system in Fiscal Year 2023-24.

### **RECOMMENDATION**

It is recommended that the City Council find the following Resolutions are categorically exempt pursuant to the California Environmental Quality Act (“CEQA”); and adopt:

- a. Resolution No. 7503 initiating proceedings for the annual levy and collection of assessments for the Arcadia Citywide Lighting District No. 1 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code and ordering the preparation of the Engineer’s Report.
- b. Resolution No. 7504 approving the preliminary Engineer’s Report of Willdan Financial Services for the Arcadia Citywide Lighting District No. 1.

Citywide Street Lighting Assessment District Resolutions

June 6, 2023

Page 5 of 5

- c. Resolution No. 7505 declaring its intention to levy and collect assessments within the Arcadia Citywide Lighting District No. 1 for Fiscal Year 2023-24 and appointing a time and place for a public hearing.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7503  
Resolution No. 7504  
Resolution No. 7505

RESOLUTION NO. 7503

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

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

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

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

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

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

SECTION 1. Pursuant to the provisions of the 1972 Act, the City Council desires to initiate proceedings for the levy and collection of assessments to pay for a portion of

the costs for the operation, maintenance, and servicing of public street lighting improvements and appurtenant facilities related thereto during Fiscal Year 2023-24.

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

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

SECTION 4. The City Council hereby orders Willdan Financial Services to prepare and file with the City Clerk an Engineer's Report establishing the Fiscal Year 2023-24 assessments for the District.

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

[SIGNATURES ON THE NEXT PAGE]


Passed, approved, and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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

RESOLUTION NO. 7504

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

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

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

WHEREAS, the City Council, by previous resolution, has ordered Willdan Financial Services as the Engineer of Work (hereinafter referred to as the "Engineer"), in accordance with the 1972 Act, to prepare and file with the City Clerk an Engineer's Report ("Report") establishing Fiscal Year 2023-24 assessments for the District; and

WHEREAS, a Report has been prepared and filed with the City Clerk of the City of Arcadia in accordance with Article 4 of Chapter 1 (Sections 22565 through 22574) of the 1972 Act, said Report being entitled "City of Arcadia, Arcadia Citywide Lighting District No. 1, Fiscal Year 2023-24 Engineer's Report"; and

WHEREAS, the City Clerk has presented to the City Council said Report as prescribed by Chapter 2, Article 1, Section 22586 of said 1972 Act; and

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

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

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

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

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

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

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

maintenance, servicing, and operation of street lighting improvements, thereby establishing the maximum assessment rate authorized for the fiscal year.

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

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

2e) An Assessment Roll containing the Assessor Parcel Numbers that comprise the District and the proportional assessments for Fiscal Year 2023-24.

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

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

[SIGNATURES ON THE NEXT PAGE]


Passed, approved, and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# **City of Arcadia**

## **ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1**

### **2023/2024 ENGINEER'S REPORT**

**Intent Meeting: June 6, 2023**

**Public Hearing: June 20, 2023**

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

**Arcadia Citywide Lighting District No. 1**

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

This Report describes the Arcadia Citywide Lighting District No. 1 including the improvements, budgets, parcels and assessments to be levied for fiscal year 2023/2024, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

By: \_\_\_\_\_  
Susana Hernandez  
Senior Project Manager

By: \_\_\_\_\_  
Tyrone Peter  
PE # C 81888

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## I. INTRODUCTION

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

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

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

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

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

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

## II. PLANS AND SPECIFICATIONS

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### A. DESCRIPTION OF THE DISTRICT

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

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

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

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

### B. DESCRIPTION OF IMPROVEMENT AND SERVICES

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

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

The installation or construction of public lighting facilities;

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

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

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

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

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

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

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

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

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

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

### District Facilities and Improvements

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

**Table 1  
City of Arcadia Streetlight Inventory**

Street Lighting	Edison-Owned Lights	City-Owned Lights	Total Lights
District-wide Streetlights (Arterial Streets)	915	547	1,462
District-wide Streetlights (Local Streets)	<sup>(1)</sup> 1,619	937	2,556
<b>Total Streetlights</b>	<b>2,534</b>	<b>1,484</b>	<b>4,018</b>

<sup>(1)</sup> The new streetlight, noted in FY 2022/2023 Engineer’s Report, to be installed at the end of St Joseph Street, near a new commercial building located at 288 N Santa Anita Avenue, has been installed and included in the count. In addition, a streetlight has been installed on a wood pole in the easterly alley off 1<sup>st</sup> Avenue, north of Huntington Drive.

Note: There is a pending project for four (4) additional streetlights to be installed on wood poles in the easterly alley off 1<sup>st</sup> Avenue, north of Santa Clara Street. These streetlights will not reflect in the count until installed.

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

The maintenance and servicing of the Southern California Edison Company-owned streetlights is furnished by the Southern California Edison Company or by its successors or assignees. The rates charged by Edison include an Electric Delivery rate which contains the cost of moving energy from the grid to one’s home or business and maintenance cost of the electric lines. SCE also charges Arcadia residents a CCA Cost Responsibility Surcharge which includes PCIA (the rate to recover costs of power purchased before residents joined

Clean Power Alliance), a Department of Water Resources Bond Charge to cover the cost of buying power for customers during the energy crisis, and a Competition Transition Charge (non-by-passable charge applicable to all existing and future SCE Bundled Service Customers, all Direct Access Customers, and all Departing Load Customers for recovery of SCE's transition costs).

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

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

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

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

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

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

### III. METHOD OF APPORTIONMENT

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

#### A. BENEFIT ANALYSIS

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

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

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

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

Article XIID Section 2d defines District as:

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

Article XIID Section 2i defines Special Benefit as:

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

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

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

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

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

### Zones of Benefit

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

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

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

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

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

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

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

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

## B. ASSESSMENT METHODOLOGY

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

Article XIID Section 4a reads in part:

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

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

### Equivalent Benefit Units

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

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

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

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

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

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

Improved nighttime ingress and egress to the property;

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

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

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

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

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

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

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

Improved nighttime ingress and egress to the property;

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

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

Improved nighttime ingress and egress to the property; and

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

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

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

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

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

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

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

Lots or parcels identified as public streets and other roadways;

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

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

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

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

- **Example 1:** A parcel may be identified as a Vacant Property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel. Therefore the parcel is identified as a Special Case so that each year the parcel's proportional special benefit and assessment is accurately addressed utilizing the property's net acreage rather than gross acreage.

**Example 2:** The use of a particular property and its proportional special benefit is not in question, but there is some characteristic or issue regarding the property that should be noted or reviewed in future years.

**Example 3:** The most common reason for identifying a parcel as a Special Case is usually related to development. A property may be identified by the County as Vacant land, but the property is either being developed or has already been developed. Another example would be a property that would normally be identified as Vacant Land, but is being treated as Exempt Property because due to current and temporary development restrictions that will likely change in the future. In this case, this designation serves as a prompt to review the status of that property each year, and if and when the status of that property changes, the land use designation can be appropriately changed.

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

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

**Table 2:  
Equivalent Benefit Unit Assignments**

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

### **Benefit Multiplier Factor**

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

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

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

Parcels that are within 200 feet of a streetlight.

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

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

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

***Benefit Multiplier Factor = 0.20***

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

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

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

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

***Benefit Multiplier Factor = 0.00***

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

## **C. ASSESSMENT RANGE FORMULA**

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

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

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

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

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

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

## **IV. DISTRICT BUDGET**

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### **A. BUDGET**

The City's streetlight maintenance budget identifies an estimate of anticipated annual expenses associated with the ongoing operation, maintenance and servicing of streetlight improvements that includes, but is not limited to maintenance of streetlights and related facilities, energy costs and incidental expenses. The City provided the estimated total annual cost of streetlight maintenance for fiscal year 2023/2024, an inventory of arterial streetlights, and the maintenance costs attributable to arterial streetlights. Table 3 provides the City's streetlight maintenance budget for fiscal year 2023/2024 and Table 4 provide a detailed inventory of the arterial streetlights within the City of Arcadia as well as the maintenance cost associated with these arterial streetlights.

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

Description	FY 2023/2024
Salaries & Wages	\$311,000
Supplies	21,700
Contract Services	160,000
Electric	764,700
Vehicle Maintenance	20,000
City Liability Insurance	21,800
City Administration Services	117,200
POB Contribution	30,200
<b>Total</b>	<b>\$1,446,600</b>

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

Arterial Street	Number of Edison Lights	Number of City Lights	FY 2023/2024
Baldwin	177	107	\$65,332
Colorado	20	6	\$3,663
Duarte	122	1	\$611
Foothill	76	17	\$10,380
Huntington	52	237	\$144,708
Las Tunas	46	62	\$37,856
Live Oak	10	37	\$22,592
Lower Azusa Rd	12	0	\$0
Michillinda	51	16	\$9,769
Peck	14	0	\$0
Santa Anita	271	15	\$9,159
Second	19	1	\$611
Sunset	40	16	\$9,769
Campus	5	32	\$19,539
<b>Total <sup>(1)</sup></b>	<b>915</b>	<b>547</b>	<b>\$333,989</b>

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

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

The District only partially funds the operation, maintenance and servicing of lighting improvements throughout the City that provide special benefits to properties within the City. The Fiscal Year 2023/2024 District budget is \$1,446,600, of which \$1,221,158 has been determined to be of special benefit to properties within the District based on the assessment methodology. However, the District is being established to fund only a portion of this amount equal to \$584,376 . As a matter of policy, the City will contribute the remaining \$636,782 from the general fund and other revenue sources. Therefore, the City's contribution will not only reduce the assessments against the District's affected parcels, but it will further ensure that property owners are not assessed for more than their proportional special benefit.

**Table 5  
City of Arcadia Citywide Lighting District No. 1  
Fiscal Year 2023/2024 Budget**

	Total Budget	Zone 1 Arterial Lights	Zone 2 Local Lights
Arterial Lights	\$333,989	\$333,989	\$0
Local Streetlight Improvements	\$965,211	\$0	\$965,211
<b>Annual Maintenance Budget</b>	<b>\$1,299,200</b>	<b>\$333,989</b>	<b>\$965,211</b>
Administration <sup>(1)</sup>	\$147,400	\$37,893	\$109,507
<b>Total Expense (see table above for breakdown)</b>	<b>\$1,446,600</b>	<b>\$371,881</b>	<b>\$1,074,719</b>
City Contribution for General Benefit (67.5% of Primary) <sup>(2)</sup>	(\$225,442)	(\$225,442)	\$0
<b>Annual Maintenance Budget Less General Benefit <sup>(3)</sup></b>	<b>\$1,221,158</b>	<b>\$146,439</b>	<b>\$1,074,719</b>
<b>City Contribution for Special Benefit Reduction <sup>(3)</sup></b>	<b>(\$636,782)</b>	<b>(\$47,734)</b>	<b>(\$589,047)</b>
<b>BALANCE TO LEVY <sup>(3)</sup></b>	<b>\$584,376</b>	<b>\$98,705</b>	<b>\$485,671</b>
<b>Total Parcels</b>	<b>15,144</b>	<b>2,623</b>	<b>12,521</b>
<b>Parcels Levied</b>	<b>15,141</b>	<b>2,622</b>	<b>12,519</b>
<b>Total EBU Levied</b>	<b>16,693.73</b>	<b>4,291.50</b>	<b>12,402.23</b>
<b>Maximum Rates <sup>(4)</sup></b>		<b>\$24.55</b>	<b>\$41.75</b>
<b>Applied Rates <sup>(4)</sup></b>		<b>\$23.00</b>	<b>\$39.16</b>

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

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

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

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

## B. PARCEL ASSESSMENT CALCULATION

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

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

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

$$\text{Total Zone Budget} - \text{General Benefit Costs} = \text{Total Zone Special Benefit Costs}$$

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

$$\text{Total Zone Budget} - \text{Additional City Contribution} = \text{Balance to Levy (Zone)}$$

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

$$\text{Parcel's Land Use Benefit} \times (\text{Acreage or Units}) \times \text{Benefit Multiplier Factor} = \text{Parcel's EBU}$$

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

$$\text{Balance to Levy} / \text{Total EBU} = \text{Maximum Assessment Rate per EBU (per Zone)}$$

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

$$\text{Maximum Assessment Rate per EBU} \times \text{Parcel's EBU} = \text{Parcel's Assessment}$$

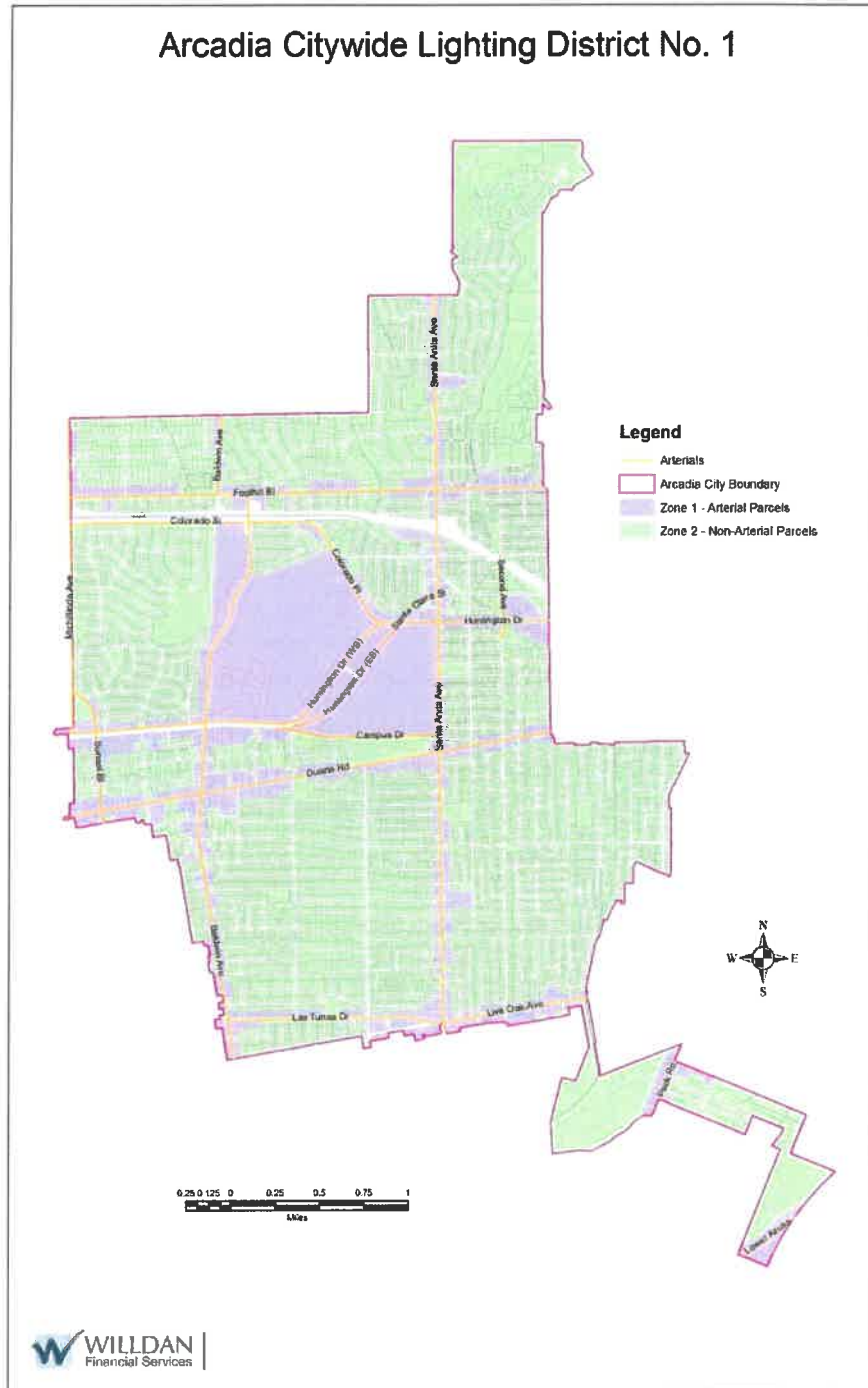
## V. DISTRICT DIAGRAM

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

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

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



## VI. ASSESSMENT ROLL

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

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

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

### District-wide

LAND USE	PARCELS LEVIED	FY 2023/2024 EBU's	FY 2023/2024 ASSESSMENT <sup>(1)</sup>
COM	716	1,695.74	\$47,337
CONDO	4,068	3,031.80	101,951
HOT	10	88.92	2,575
INS	58	136.00	3,934
MFR	854	3,563.75	117,661
MIX	9	18.38	447
PKG	118	57.11	1,644
PUB <sup>(1)</sup>	13	13.76	494
SFR	9,253	8,068.20	307,677
SPC	4	3.46	82
VAC	38	16.62	572
<b>GRAND TOTAL <sup>(2)</sup></b>	<b>15,141</b>	<b>16,693.73</b>	<b>\$584,373</b>

<sup>(1)</sup> Includes SBE charges \$364.86.

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

Note: Variance in FY 2023/2024 Assessment amount due to rounding to nearest penny.

### Zone 1

LAND USE	PARCELS LEVIED	FY 2023/2024 EBU <sub>s</sub>	FY 2023/2024 ASSESSMENT <sup>(1)</sup>
COM	402	1,179.97	\$27,139
CONDO	1,384	1,038.00	23,874
HOT	5	56.14	1,291
INS	34	86.15	1,981
MFR	188	1,354.98	31,165
MIX	8	16.88	388
PARKING	61	36.64	843
PUB <sup>(1)</sup>	2	2.74	63
SFR	519	511.80	11,771
SPC	3	3.31	76
VAC	16	4.90	113
<b>GRAND TOTAL <sup>(2)</sup></b>	<b>2,622</b>	<b>4,291.50</b>	<b>\$98,705</b>

<sup>(1)</sup> Includes SBE charges \$41.40.

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

Note: Variance in FY 2023/2024 Assessment amount due to rounding to nearest penny.

### Zone 2

LAND USE	PARCELS LEVIED	FY 2023/2024 EBU <sub>s</sub>	FY 2023/2024 ASSESSMENT <sup>(1)</sup>
COM	314	515.77	\$20,197
CONDO	2,684	1,993.80	78,077
HOT	5	32.78	1,284
INS	24	49.85	1,952
MFR	666	2,208.78	86,496
MIX	1	1.50	59
PARKING	57	20.47	802
PUB <sup>(1)</sup>	11	11.01	431
SFR	8,734	7,556.40	295,906
SPC	1	0.15	6
VAC	22	11.72	459
<b>GRAND TOTAL <sup>(2)</sup></b>	<b>12,519</b>	<b>12,402.23</b>	<b>\$485,669</b>

<sup>(1)</sup> Includes SBE charges \$323.46.

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

Note: Variance in FY 2023/2024 Assessment amount due to rounding to nearest penny.

RESOLUTION NO. 7505

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 FOR FISCAL YEAR 2023-24 AND APPOINTING A TIME AND PLACE FOR A PUBLIC HEARING

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

WHEREAS, the City Council has ordered an Engineer's Report (the "Report") for the District for Fiscal Year 2023-24, and said Report has been examined and preliminarily approved by City Council.

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

SECTION 1. INTENTION. The City Council hereby declares its intention to levy and collect annual special benefit assessments against parcels of land within the District pursuant to the 1972 Act for Fiscal Year 2023-24.

SECTION 2. TERRITORY. The boundaries of the District are coterminous with the boundaries of the City of Arcadia, within the County of Los Angeles, State of California and include all parcels within said boundaries. Reference is hereby made to the Los

Angeles County Assessor's maps for a detailed description of the lines and dimensions of the parcels therein. The District includes two (2) zones of benefit where, by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements.

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

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

**SECTION 5. PUBLIC HEARING.** The City Council hereby declares its intention to conduct a public hearing concerning the levy and collection of assessments within the District for Fiscal Year 2023-24 in accordance with the 1972 Act and California

Constitution, Article XIID, Section 4.

**Notice is hereby given that a public hearing on these matters will be held by the City Council on Tuesday, June 20, 2023 at 7:00 p.m., or as soon thereafter as feasible in the City Council Chambers, Arcadia City Hall, located at 240 West Huntington Drive, Arcadia, California.**

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

Following the public hearing the City Council shall consider and may take actions regarding the assessments for Fiscal Year 2023-24.

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

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

[SIGNATURES ON NEXT PAGE]


Passed, approved, and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7506 SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL REFUSE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE FOR FISCAL YEAR 2023-24

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

In accordance with the Residential Refuse and Recycling Agreement, Waste Management Inc. ("WM") is entitled to receive annual rate adjustments that are subject to staff review and City Council approval. Waste Management has submitted a request to adjust the single family and multi-family refuse rates by 7.62% for Fiscal Year 2023-24 to accommodate the increase in services due to SB 1383 mandates. Even with the proposed rate adjustment, the City's residential refuse rates will remain among the lower half of rates in the San Gabriel Valley compared to cities with similar services. It is recommended that the City Council approve Resolution No. 7506, which will set service rates for the collection of residential refuse and recyclables.

## **BACKGROUND**

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

- An Administrative Fee – a fee that the City can charge for administering the contractor agreement;
- New and/or enhanced services such as a community mulch giveaway event; two community document shredding events; bins for tree trimming and miscellaneous

debris removal at sites designated by the City; and trash and recycling collection for five non-City events;

- 10-year term expiring on June 30, 2031;
- Compliance with new laws and regulations (AB 341, AB 1826, and SB 1383) requiring cities and counties, including the City of Arcadia, to develop and implement new stringent organics recycling programs impacting all solid waste generators.

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

## **DISCUSSION**

On March 31, 2023, WM submitted a request for a service rate adjustment. The Disposal/Diversion Component consists of costs for tipping fees charged at landfills for trash, tipping fees charged at composting facilities for green waste/food waste, and recycling fees at processing/recycling facilities, and is 40% of the weight in the calculation of the new rate. The Service Component is based on monthly percent changes in the Consumer Price Index (“CPI”) for Los Angeles-Long Beach-Anaheim between the current year and the prior year and is given a 60% weight in the calculation of the overall adjustment of the new rate. Table 1 shows the percentage breakdown and weighted amount that is accounted for in each index that makes up the rate adjustment:

**Table 1: Rate Adjustment Formula**

<b>Rate Component</b>	<b>Weight of Rate</b>	<b>Adjustment Due To Change In Indices</b>	<b>Weighted Rate Adjustment Percentage</b>
Disposal/Diversion	40%	7.87%	3.15%
Service	60%	7.46%	4.47%
<b>TOTAL</b>			<b>7.62%</b>

Staff worked with WM representatives and thoroughly reviewed and verified all rate adjustment data. In accordance with the Residential Refuse and Recycling Agreement, Waste Management is entitled to an annual rate adjustment subject to rate adjustment criteria in the Agreement. Waste Management’s request for a 7.62% rate adjustment for single and multi-family refuse collection services will be effective July 1, 2023. As an example, the single-family refuse rate will increase from \$33.46 to \$35.98.

Exhibit "A" highlights the refuse rate survey conducted in May 2023 for cities with similar services in the San Gabriel Valley. The survey shows that Arcadia's rates will remain in the lower half of rates as compared to other cities in San Gabriel Valley.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Residential refuse and recycling collection service rates are considered a fee-for-service that is paid directly to the contractor by the residential customer. The proposed rates will not impact the City's budget; however, customers will experience a 7.62% increase in fees in the coming year.

### **RECOMMENDATION**

It is recommended that the City Council determine that this item is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7506 setting service rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Year 2023-24.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7506  
Exhibit "A" – Refuse Rate Survey

RESOLUTION NO. 7506

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, SETTING SERVICE RATES FOR THE COLLECTION OF RESIDENTIAL REFUSE AND RECYCLABLES PURSUANT TO SECTION 5120.7 OF THE ARCADIA MUNICIPAL CODE FOR FISCAL YEAR 2023-24

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

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

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

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

WHEREAS, a public notice concerning said rate change was duly mailed to residents in accordance with Proposition 218 noticing requirements in April 2021, and a duly noticed public hearing concerning said rate adjustments was conducted by the City Council on June 15, 2021 for fiscal year 2021/22; and

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

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

WHEREAS, the proposed annual rate adjustments for 2023/24 was presented to the City Council at its June 6, 2023, regularly scheduled City Council meeting; and

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

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

SECTION 1. Commencing with the July, 2023, monthly bills, the monthly rates for residential/multi-family refuse and recycling collection services for Fiscal Year 2023/24 shall be those set forth in Exhibit "A" attached hereto.

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

[SIGNATURES ON THE NEXT PAGE]

Passed, approved, and adopted this 6th day of June, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:


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

Exhibit "A"

City of Arcadia  
 Single-Family Rates  
 Effective 7/1/2023

Single-Family Trash & Recycling

Service	Includes (1)	Rate	AB 939	Total Base
Std 35gal Trash	64gal Recycle	\$ 21.39	\$ 0.30	\$ 21.69
Std 64gal Trash	64gal Recycle	\$ 21.39	\$ 0.30	\$ 21.69
Std 96gal Trash	64gal Recycle	\$ 26.02	\$ 0.30	\$ 26.32
Senior 35gal Trash	64gal Recycle	\$ 19.41	\$ 0.30	\$ 19.71
Senior 64 gal Trash	64gal Recycle	\$ 19.41	\$ 0.30	\$ 19.71
Senior 96 gal Trash	64gal Recycle	\$ 23.56	\$ 0.30	\$ 23.86
Backyard Service Std 96gal Trash	64gal Recycle	\$ 77.88	\$ 0.30	\$ 78.18
Backyard Service Senior 96gal Trash	64gal Recycle	\$ 71.13	\$ 0.30	\$ 71.43

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

Total Rate Based on Number of Organics Carts						
1	2	3	4	5	6	7
\$ 33.58	\$ 38.70	\$ 44.69	\$ 50.20	\$ 56.59	\$ 62.39	\$ 68.18
\$ 33.58	\$ 38.70	\$ 44.69	\$ 50.20	\$ 56.59	\$ 62.39	\$ 68.18
\$ 38.21	\$ 43.33	\$ 49.32	\$ 54.83	\$ 61.22	\$ 67.02	\$ 72.81
\$ 30.46	\$ 35.01	\$ 40.43	\$ 45.41	\$ 51.22	\$ 56.50	\$ 61.76
\$ 30.46	\$ 35.01	\$ 40.43	\$ 45.41	\$ 51.22	\$ 56.50	\$ 61.76
\$ 34.61	\$ 39.16	\$ 44.58	\$ 49.56	\$ 55.37	\$ 60.65	\$ 65.91
\$ 90.07	\$ 95.19	\$ 101.18	\$ 106.69	\$ 113.08	\$ 118.88	\$ 124.67
\$ 82.18	\$ 86.73	\$ 92.15	\$ 97.13	\$ 102.94	\$ 108.22	\$ 113.48

**Single-Family  
Organics Carts**

Number of Carts	1	2	3	4	5	6
64gal Std Organics Cart	\$ 11.89	\$ 17.01	\$ 23.00	\$ 28.51	\$ 34.90	\$ 40.70
64gal Senior Organics Cart	\$ 10.75	\$ 15.30	\$ 20.72	\$ 25.70	\$ 31.51	\$ 36.79
96gal Std Organics Cart	\$ 11.89	\$ 17.01	\$ 23.00	\$ 28.51	\$ 34.90	\$ 40.70
96gal Senior Organics Cart	\$ 10.75	\$ 15.30	\$ 20.72	\$ 25.70	\$ 31.51	\$ 36.79

**Single Family Other Additional Fees**

Resume/Reactivation	\$ 50.90
Bulky Basic, after 4 free	\$ 50.90
Bulky Senior, after 4 free	\$ 45.80
Recycling Contamination	\$ 50.90
Sharps	\$ 43.82
Bear Unlock Per Cart	\$ 9.01
3yd Temp Bin, 3 day	\$ 180.97
3yd Temp Bin, 7 day	\$ 216.99
3yd Temp Bin, Addl PU	\$ 84.69
3yd Temp Bin, Daily Rental Over Alloted	\$ 10.22

**Additional Services**

Service	Addl Trash	Addl Recycle	Extra PU
Std 35gal Trash	\$ 11.07	\$ 11.07	\$ 16.83
Std 64gal Trash	\$ 11.07	\$ 11.07	\$ 16.83
Std 96gal Trash	\$ 13.64	\$ 13.64	\$ 17.09
Senior 35gal Trash	\$ 9.96	\$ 9.96	\$ 15.26
Senior 64 gal Trash	\$ 9.96	\$ 9.96	\$ 15.26
Senior 96 gal Trash	\$ 12.31	\$ 12.31	\$ 15.47
Backyard Service Std 96gal Trash	\$ 20.45	\$ 20.45	\$ 24.24
Backyard Service Senior 96gal Trash	\$ 18.47	\$ 18.47	\$ 21.81

**Single- Family Organics Bins with (1) Trash 96gal Cart and (1) Recycling 96gal Cart included**

Standard		Curbside					
Quantity - Size		1			2		
		Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard		\$ 178.12	\$ 0.30	\$ 178.42	\$ 331.30	\$ 0.30	\$ 331.60
1 - 3 Yard		\$ 202.67	\$ 0.30	\$ 202.97	\$ 376.96	\$ 0.30	\$ 377.26
Backyard							
1			2				
Base	AB939	Total	Base	AB939	Total		
\$ 214.78	\$ 0.30	\$ 215.08	\$ 399.49	\$ 0.30	\$ 399.79		
\$ 238.84	\$ 0.30	\$ 239.14	\$ 444.22	\$ 0.30	\$ 444.52		

Senior		Curbside					
Quantity - Size		1			2		
		Base	AB939	Total	Base	AB939	Total
1 - 1.5 Yard		\$ 160.42	\$ 0.30	\$ 160.72	\$ 298.40	\$ 0.30	\$ 298.70
1 - 3 Yard		\$ 182.42	\$ 0.30	\$ 182.72	\$ 339.33	\$ 0.30	\$ 339.63
Backyard							
1			2				
Base	AB939	Total	Base	AB939	Total		
\$ 193.30	\$ 0.30	\$ 193.60	\$ 359.54	\$ 0.30	\$ 359.84		
\$ 214.94	\$ 0.30	\$ 215.24	\$ 399.79	\$ 0.30	\$ 400.09		

**Other Organics Fees**

Reactivation/Cut-Off	\$ 49.94
Organics Contamination	\$ 50.90
Locking Lid	\$ 16.13
Overage	\$ 50.90

**City of Arcadia**  
**Multi-Family Rates**  
**Effective 7/1/2023**

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

**Example at Stab service level: (1) 3 Yard Trash Bin 1x/wk \$137.28 + (1) 3 Yard Recycle Bin 1x/wk \$58.38 + (1) Organics Cart 1x/wk \$15.79 + AB939 for 3 units \$0.90 = \$212.35**

**Multi-Family Trash**

STAB Service Quantity - Size	Frequency of Pickup Per Week					
	1	2	3	4	5	6
1 - 1.5 Yard	\$ 131.04	\$ 262.09	\$ 393.13	\$ 564.90	\$ 655.18	\$ 786.21
2 - 1.5 Yard	\$ 238.26	\$ 476.50	\$ 714.73	\$ 952.93	\$ 1,191.23	\$ 1,429.46
3 - 1.5 Yard	\$ 357.36	\$ 714.74	\$ 1,072.12	\$ 1,429.49	\$ 1,786.85	\$ 2,144.25
4 - 1.5 Yard	\$ 476.54	\$ 953.03	\$ 1,429.51	\$ 1,906.03	\$ 2,382.58	\$ 2,859.06
5 - 1.5 Yard	\$ 595.63	\$ 1,191.28	\$ 1,786.89	\$ 2,382.59	\$ 2,978.22	\$ 3,573.87
1 - 3 Yard	\$ 156.12	\$ 289.90	\$ 468.32	\$ 624.43	\$ 780.59	\$ 936.67
2 - 3 Yard	\$ 278.75	\$ 579.84	\$ 836.21	\$ 1,114.91	\$ 1,393.65	\$ 1,672.37
3 - 3 Yard	\$ 401.45	\$ 869.73	\$ 1,204.24	\$ 1,605.65	\$ 2,007.09	\$ 2,408.51
4 - 3 Yard	\$ 524.07	\$ 1,159.58	\$ 1,572.16	\$ 2,096.22	\$ 2,620.28	\$ 2,953.48
5 - 3 Yard	\$ 646.76	\$ 1,449.47	\$ 1,940.19	\$ 2,586.87	\$ 3,233.63	\$ 3,880.29
1 - 6 Yard	\$ 292.57	\$ 585.16	\$ 877.69	\$ 1,170.25	\$ 1,462.83	\$ 1,755.42
3- Yard Split Bin Trash & Organics	\$ 291.90	\$ 559.00	N/A	N/A	N/A	N/A

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

**Example at Dismount service level: (1) 3 Yard Trash Bin 1x/wk \$154.83 + (1) 3 Yard Recycle Bin 1x/wk \$65.98 + (1) Organics Cart 1x/wk \$22.51 + AB939 for 3 units \$0.90 = \$244.22**

**Multi-Family Trash**

DISMOUNT Service Quantity - Size	Frequency of Pickup Per Week					
	1	2	3	4	5	6
1 - 1.5 Yard	\$ 147.73	\$ 295.46	\$ 443.18	\$ 590.92	\$ 738.62	\$ 886.36
2 - 1.5 Yard	\$ 268.63	\$ 537.27	\$ 805.90	\$ 1,074.51	\$ 1,343.12	\$ 1,611.74
3 - 1.5 Yard	\$ 402.93	\$ 805.82	\$ 1,208.75	\$ 1,611.65	\$ 2,014.58	\$ 2,417.43
4 - 1.5 Yard	\$ 537.22	\$ 1,074.48	\$ 1,611.66	\$ 2,148.87	\$ 2,610.74	\$ 3,223.36
5 - 1.5 Yard	\$ 671.56	\$ 1,343.05	\$ 2,014.61	\$ 2,686.14	\$ 3,357.69	\$ 4,029.25
1 - 3 Yard	\$ 176.08	\$ 320.59	\$ 510.09	\$ 679.97	\$ 850.18	\$ 1,020.15
2 - 3 Yard	\$ 309.46	\$ 641.07	\$ 928.24	\$ 1,237.69	\$ 1,547.09	\$ 1,856.53
3 - 3 Yard	\$ 448.77	\$ 961.03	\$ 1,346.33	\$ 1,795.13	\$ 2,243.91	\$ 2,692.70
4 - 3 Yard	\$ 588.13	\$ 1,282.26	\$ 1,764.43	\$ 2,352.58	\$ 2,940.76	\$ 3,528.83
5 - 3 Yard	\$ 727.58	\$ 1,602.86	\$ 2,182.60	\$ 2,910.17	\$ 3,637.68	\$ 4,365.20
1 - 6 Yard	\$ 320.28	\$ 640.59	\$ 960.82	\$ 1,281.08	\$ 1,601.32	\$ 1,921.62

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

**Example at Stage service level: (1) 3 Yard Trash Bin 1x/wk \$161.74 + (1) 3 Yard Recycle Bin 1x/wk**

**\$71.8 + (1) Organics Cart 1x/wk \$25.90 + AB939 for 3 units \$0.90 = \$260.34**

**Multi-Family Trash**

STAGE Service Quantity - Size	Frequency of Pickup Per Week					
	1	2	3	4	5	6
1 - 1.5 Yard	\$ 161.64	\$ 323.34	\$ 484.96	\$ 646.62	\$ 808.28	\$ 969.93
2 - 1.5 Yard	\$ 293.97	\$ 587.95	\$ 881.90	\$ 1,175.82	\$ 1,469.78	\$ 1,763.76
3 - 1.5 Yard	\$ 440.97	\$ 881.91	\$ 1,322.85	\$ 1,763.78	\$ 2,204.73	\$ 2,645.66

4 - 1.5 Yard	\$ 587.96	\$ 1,175.85	\$ 1,763.82	\$ 2,351.72	\$ 2,939.70	\$ 3,527.62
5 - 1.5 Yard	\$ 734.91	\$ 1,469.79	\$ 2,204.68	\$ 2,939.64	\$ 3,674.54	\$ 4,409.45
1 - 3 Yard	\$ 183.92	\$ 348.44	\$ 551.93	\$ 735.91	\$ 919.87	\$ 1,103.85
2 - 3 Yard	\$ 339.60	\$ 696.89	\$ 1,020.15	\$ 1,360.21	\$ 1,700.30	\$ 2,040.36
3 - 3 Yard	\$ 496.19	\$ 1,045.30	\$ 1,488.53	\$ 1,984.71	\$ 2,480.87	\$ 2,977.03
4 - 3 Yard	\$ 652.29	\$ 1,393.75	\$ 1,956.90	\$ 2,609.25	\$ 3,261.57	\$ 3,913.87
5 - 3 Yard	\$ 808.36	\$ 1,742.20	\$ 2,425.12	\$ 3,233.48	\$ 4,041.89	\$ 4,850.25
1 - 6 Yard	\$ 347.69	\$ 695.48	\$ 1,043.06	\$ 1,390.74	\$ 1,738.40	\$ 2,086.12

**Multi-Family Recycling**

**STAB Service**

Quantity - Size	Frequency of Pickup Per Week					
	1	2	3	4	5	6
1 - 96gal	\$ 33.32	\$ 66.65	\$ 99.97	\$ 133.33	\$ 166.65	\$ 199.98
1 - 1.5 Yard	\$ 49.99	\$ 99.97	\$ 149.99	\$ 199.98	\$ 249.96	\$ 299.96
2 - 1.5 Yard	\$ 99.97	\$ 199.98	\$ 299.96	\$ 399.95	\$ 499.93	\$ 599.94
3 - 1.5 Yard	\$ 149.99	\$ 299.96	\$ 449.95	\$ 599.94	\$ 749.92	\$ 899.90
4 - 1.5 Yard	\$ 199.98	\$ 399.95	\$ 599.94	\$ 799.91	\$ 999.87	\$ 1,199.84
5 - 1.5 Yard	\$ 249.96	\$ 499.93	\$ 749.92	\$ 999.87	\$ 1,249.85	\$ 1,499.81
1 - 3 Yard	\$ 66.40	\$ 132.77	\$ 199.18	\$ 265.58	\$ 331.94	\$ 398.34
2 - 3 Yard	\$ 132.77	\$ 265.58	\$ 398.34	\$ 531.14	\$ 663.92	\$ 796.70
3 - 3 Yard	\$ 199.18	\$ 398.34	\$ 597.53	\$ 796.70	\$ 995.87	\$ 1,195.05
4 - 3 Yard	\$ 265.58	\$ 531.14	\$ 796.70	\$ 1,062.27	\$ 1,327.84	\$ 1,593.41
5 - 3 Yard	\$ 331.94	\$ 663.92	\$ 995.87	\$ 1,327.84	\$ 1,659.79	\$ 1,991.76

**Multi-Family Recycling**

DISMOUNT Service	Frequency of Pickup Per Week					
	1	2	3	4	5	6
Quantity - Size						
1 - 1.5 Yard	\$ 56.49	\$ 112.98	\$ 169.47	\$ 225.97	\$ 282.45	\$ 338.96
2 - 1.5 Yard	\$ 112.98	\$ 225.97	\$ 338.96	\$ 451.95	\$ 564.93	\$ 677.92
3 - 1.5 Yard	\$ 169.47	\$ 338.96	\$ 508.43	\$ 677.92	\$ 847.39	\$ 1,016.87
4 - 1.5 Yard	\$ 225.97	\$ 451.95	\$ 677.92	\$ 903.88	\$ 1,129.85	\$ 1,355.83
5 - 1.5 Yard	\$ 282.45	\$ 564.93	\$ 847.39	\$ 1,129.85	\$ 1,412.33	\$ 1,694.80
1 - 3 Yard	\$ 75.03	\$ 150.05	\$ 225.08	\$ 300.09	\$ 375.12	\$ 450.14
2 - 3 Yard	\$ 150.05	\$ 300.09	\$ 450.14	\$ 600.18	\$ 750.23	\$ 900.27
3 - 3 Yard	\$ 225.08	\$ 450.14	\$ 675.20	\$ 900.27	\$ 1,125.35	\$ 1,350.41
4 - 3 Yard	\$ 300.09	\$ 600.18	\$ 900.27	\$ 1,200.38	\$ 1,500.46	\$ 1,800.54
5 - 3 Yard	\$ 375.12	\$ 750.23	\$ 1,125.35	\$ 1,500.46	\$ 1,875.57	\$ 2,250.69

**Multi-Family Recycling**

STAGE Service	Frequency of Pickup Per Week					
	1	2	3	4	5	6
Quantity - Size						
1 - 1.5 Yard	\$ 61.48	\$ 122.98	\$ 184.48	\$ 245.99	\$ 307.47	\$ 368.95
2 - 1.5 Yard	\$ 122.98	\$ 245.99	\$ 368.95	\$ 491.94	\$ 614.93	\$ 737.90
3 - 1.5 Yard	\$ 184.48	\$ 368.95	\$ 553.43	\$ 737.90	\$ 922.39	\$ 1,106.86
4 - 1.5 Yard	\$ 245.99	\$ 491.94	\$ 737.90	\$ 983.88	\$ 1,229.85	\$ 1,475.81
5 - 1.5 Yard	\$ 307.47	\$ 614.93	\$ 922.39	\$ 1,229.85	\$ 1,537.32	\$ 1,844.75
1 - 3 Yard	\$ 81.65	\$ 163.33	\$ 244.97	\$ 326.65	\$ 408.31	\$ 489.97
2 - 3 Yard	\$ 163.33	\$ 326.65	\$ 489.97	\$ 653.30	\$ 816.62	\$ 979.95

3 - 3 Yard	\$ 244.97	\$ 489.97	\$ 734.95	\$ 979.95	\$ 1,224.93	\$ 1,469.93
4 - 3 Yard	\$ 326.65	\$ 653.30	\$ 979.95	\$ 1,306.59	\$ 1,633.25	\$ 1,959.88
5 - 3 Yard	\$ 408.31	\$ 816.62	\$ 1,224.93	\$ 1,633.25	\$ 2,041.56	\$ 2,449.86

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

STAB Service Quantity - Size	Frequency of Pickup Per Week					
	1	2	3	4	5	6
1 - 2 Yard	\$ 171.37	\$ 342.71	\$ 514.09	\$ 726.17	\$ 856.77	\$ 1,028.12
2 - 2 Yard	\$ 318.88	\$ 637.79	\$ 956.63	\$ 1,275.48	\$ 1,594.41	\$ 1,913.30
3 - 2 Yard	\$ 478.32	\$ 956.64	\$ 1,434.99	\$ 1,913.33	\$ 2,391.65	\$ 2,870.01
4 - 2 Yard	\$ 637.81	\$ 1,275.59	\$ 1,913.36	\$ 2,551.14	\$ 3,188.96	\$ 3,826.72
5 - 2 Yard	\$ 797.22	\$ 1,594.46	\$ 2,391.69	\$ 3,188.97	\$ 3,986.19	\$ 4,783.45
1 - 3 Yard	\$ 181.04	\$ 362.07	\$ 543.12	\$ 764.88	\$ 905.15	\$ 1,086.17
2 - 3 Yard	\$ 338.23	\$ 676.49	\$ 1,014.70	\$ 1,352.88	\$ 1,691.16	\$ 2,029.39
3 - 3 Yard	\$ 507.35	\$ 1,014.71	\$ 1,522.07	\$ 2,029.43	\$ 2,536.77	\$ 3,044.16
4 - 3 Yard	\$ 676.51	\$ 1,352.99	\$ 2,029.45	\$ 2,705.94	\$ 3,382.45	\$ 4,058.89
5 - 3 Yard	\$ 845.59	\$ 1,691.21	\$ 2,536.81	\$ 3,382.46	\$ 4,228.06	\$ 5,073.68
1 - 6 Yard	\$ 222.52	\$ 422.67	\$ 667.50	\$ 890.01	\$ 1,112.53	\$ 1,335.02
2 - 6 Yard	\$ 411.52	\$ 845.42	\$ 1,234.55	\$ 1,646.04	\$ 2,057.57	\$ 2,469.06
3 - 6 Yard	\$ 600.65	\$ 1,268.07	\$ 1,801.77	\$ 2,402.36	\$ 3,002.96	\$ 3,603.57
4 - 6 Yard	\$ 789.65	\$ 1,690.72	\$ 2,368.86	\$ 3,158.48	\$ 3,948.11	\$ 4,546.89
5 - 6 Yard	\$ 978.71	\$ 2,113.40	\$ 2,936.06	\$ 3,914.71	\$ 4,893.42	\$ 5,872.03

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

DISMOUNT Service	Frequency of Pickup Per Week					
	1	2	3	4	5	6
Quantity - Size						
1 - 2 Yard	\$ 194.54	\$ 389.09	\$ 583.64	\$ 778.19	\$ 972.72	\$ 1,167.26
2 - 2 Yard	\$ 362.27	\$ 724.54	\$ 1,086.81	\$ 1,449.06	\$ 1,811.30	\$ 2,173.57
3 - 2 Yard	\$ 543.37	\$ 1,086.72	\$ 1,630.11	\$ 2,173.49	\$ 2,716.85	\$ 3,260.15
4 - 2 Yard	\$ 724.49	\$ 1,449.03	\$ 2,173.50	\$ 2,897.97	\$ 3,547.11	\$ 4,346.99
5 - 2 Yard	\$ 905.66	\$ 1,811.23	\$ 2,716.89	\$ 3,622.50	\$ 4,528.15	\$ 5,433.80
1 - 3 Yard	\$ 204.22	\$ 408.45	\$ 612.66	\$ 816.89	\$ 1,021.09	\$ 1,225.31
2 - 3 Yard	\$ 381.62	\$ 763.23	\$ 1,144.86	\$ 1,526.46	\$ 1,908.05	\$ 2,289.65
3 - 3 Yard	\$ 572.40	\$ 1,144.78	\$ 1,717.18	\$ 2,289.57	\$ 2,861.98	\$ 3,434.29
4 - 3 Yard	\$ 763.19	\$ 1,526.42	\$ 2,289.58	\$ 3,052.76	\$ 3,740.60	\$ 4,579.19
5 - 3 Yard	\$ 954.02	\$ 1,907.97	\$ 2,862.01	\$ 3,815.99	\$ 4,770.02	\$ 5,724.04
1 - 6 Yard	\$ 251.11	\$ 470.64	\$ 735.17	\$ 980.06	\$ 1,225.29	\$ 1,470.29
2 - 6 Yard	\$ 459.50	\$ 941.17	\$ 1,378.37	\$ 1,837.88	\$ 2,297.32	\$ 2,756.80
3 - 6 Yard	\$ 673.85	\$ 1,411.16	\$ 2,021.54	\$ 2,695.40	\$ 3,369.26	\$ 4,043.10
4 - 6 Yard	\$ 888.22	\$ 1,882.43	\$ 2,664.70	\$ 3,552.96	\$ 4,441.22	\$ 5,329.38
5 - 6 Yard	\$ 1,102.70	\$ 2,353.08	\$ 3,307.95	\$ 4,410.62	\$ 5,513.26	\$ 6,615.89

**Multi-Family Split Bin**

**Trash/Recycling**

STAGE Service	Frequency of Pickup Per Week					
	1	2	3	4	5	6
Quantity - Size						
1 - 2 Yard	\$ 213.45	\$ 426.96	\$ 640.43	\$ 853.89	\$ 1,067.38	\$ 1,280.83
2 - 2 Yard	\$ 397.60	\$ 795.22	\$ 1,192.80	\$ 1,590.36	\$ 1,987.95	\$ 2,385.58

3 - 2 Yard	\$ 596.44	\$ 1,192.81	\$ 1,789.20	\$ 2,385.60	\$ 2,982.00	\$ 3,578.39
4 - 2 Yard	\$ 795.23	\$ 1,590.39	\$ 2,385.63	\$ 3,180.81	\$ 3,976.07	\$ 4,771.23
5 - 2 Yard	\$ 994.00	\$ 1,987.96	\$ 2,981.96	\$ 3,976.01	\$ 4,969.99	\$ 5,963.97
1 - 3 Yard	\$ 223.12	\$ 446.32	\$ 669.45	\$ 892.60	\$ 1,115.76	\$ 1,338.88
2 - 3 Yard	\$ 416.95	\$ 833.93	\$ 1,250.85	\$ 1,667.76	\$ 2,084.70	\$ 2,501.67
3 - 3 Yard	\$ 625.45	\$ 1,250.86	\$ 1,876.28	\$ 2,501.69	\$ 3,127.12	\$ 3,752.52
4 - 3 Yard	\$ 833.94	\$ 1,667.78	\$ 2,501.74	\$ 3,335.60	\$ 4,169.55	\$ 5,003.42
5 - 3 Yard	\$ 1,042.37	\$ 2,084.71	\$ 3,127.08	\$ 4,169.49	\$ 5,211.86	\$ 6,254.21
1 - 6 Yard	\$ 265.58	\$ 511.77	\$ 796.91	\$ 1,062.56	\$ 1,328.18	\$ 1,593.82
2 - 6 Yard	\$ 502.94	\$ 1,023.55	\$ 1,510.12	\$ 2,013.51	\$ 2,516.92	\$ 3,020.31
3 - 6 Yard	\$ 741.16	\$ 1,535.27	\$ 2,223.47	\$ 2,964.66	\$ 3,705.80	\$ 4,446.96
4 - 6 Yard	\$ 978.94	\$ 2,047.07	\$ 2,936.86	\$ 3,915.84	\$ 4,894.81	\$ 5,873.75
5 - 6 Yard	\$ 1,216.66	\$ 2,558.82	\$ 3,650.05	\$ 4,866.72	\$ 6,083.44	\$ 7,300.11

<b>AB939 Fee, per unit, per month, in additional to the above Trash or Split Bin Rates</b>	\$ 0.30
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**Multi-Family Organics Cart - STAB**

1 - 96gal, 1x/wk	\$ 17.96
2 - 96gal, 1x/wk	\$ 35.92
3 - 96gal, 1x/wk	\$ 53.89
4 - 96gal, 1x/wk	\$ 71.86
5 - 96gal, 1x/wk	\$ 89.82

<b>AB939 Fee, per unit, per month, in additional to the above Trash or Split Bin Rates</b>	\$ 0.30
--	---------

**Multi-Family Organics Cart - STAB**

1 - 96gal, 1x/wk	\$ 17.96
2 - 96gal, 1x/wk	\$ 35.92
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4 - 96gal, 1x/wk	\$ 71.86
5 - 96gal, 1x/wk	\$ 89.82

<b>AB939 Fee, per unit, per month, in additonal to the above Trash or Split Bin Rates</b>	\$0.30
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**Multi-Family Organics Cart - STAB**

1 - 96gal, 1x/wk	\$ 17.96
2 - 96gal, 1x/wk	\$ 35.92
3 - 96gal, 1x/wk	\$ 53.89
4 - 96gal, 1x/wk	\$ 71.86
5 - 96gal, 1x/wk	\$ 89.82

**City of Arcadia**

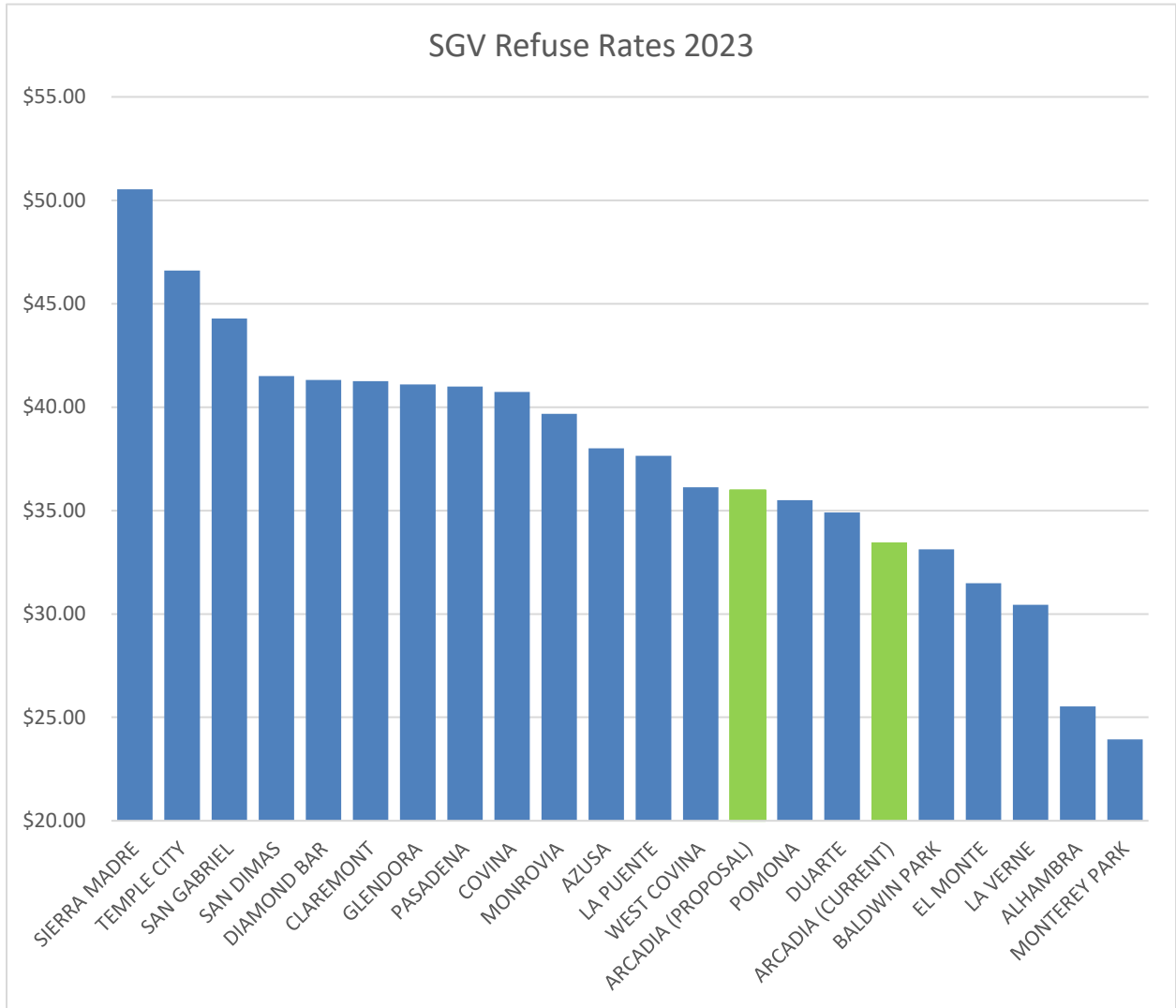
**Multi-Family Rates**

**Effective 7/1/2023 to 6/30/2024**

**Multi-Family Other Fees**

1.5 Yard Extra PU	\$ 77.04
3 Yard Extra PU	\$ 100.27
6 Yard Split Bin Extra PU	\$ 158.43
Contamination	\$ 67.67
Reactivation/Cut-Off	\$ 49.94
Locking Lid	\$ 16.13
Overage	\$ 67.67

Exhibit "A"





# STAFF REPORT

Office of the City Manager

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7507 SUPPORTING FRONT-OF-PACKAGE FOOD LABELING  
**CEQA: Exempt**  
**Recommendation: Adopt**

## **SUMMARY**

At the regular City Council Meeting on May 2, 2023, the City Council directed staff to prepare a Resolution to support front-of-package food labeling. Resolution No. 7507 expresses the City Council's support for a front-of-package food labeling system and encourages state and federal leaders to initiate action. It is recommended that the City Council adopt Resolution No. 7507 to support front-of-package food labeling.

## **BACKGROUND**

The desire to inform and protect consumers through the labeling of packaged consumables has been required in the U.S. since 1967. Since then, more federal legislation has been enacted to further inform consumers about the nutritional value of their purchases. However, despite recent efforts to further streamline product labeling, most packaged food items still lack information that would help consumers make healthy and informed choices at-a-glance.

During the regular City Council Meeting on March 21, 2023, Mayor Pro Tem Verlato received support to place the topic of front-of-package food labeling on a future City Council Agenda. This topic was subsequently brought forward for City Council discussion on May 2, 2023. During this meeting, background information was provided on the motivation and merits of front-of-package food labeling, including recent efforts undertaken by the Food and Drug Administration and members of Congress.

In the staff report, the City Council was provided with several options to support front-of-package food labeling. These options included federal and state advocacy through letter

writing and in-person lobbying; a Resolution of Support; and/or a Local Ordinance to mandate front-of-package food labeling in Arcadia.

Broad regulatory authority and resources are needed to implement a front-of-package food labeling system. Additionally, there are potential costs and legal challenges resulting from the enactment of any local ordinance. Due to these circumstances, the City Council deemed state and federal entities best suited to implement a front-of-package food labeling system. After a careful review of each option and potential alternatives, the City Council chose to pursue a Resolution in support for front-of-package food labeling and advocating for support from state and federal leaders.

### **DISCUSSION**

The City Council regularly uses resolutions to express their position on an initiative or policy item, or to direct administrative action. Passing a Resolution of Support allows the City Council to take a position and express support for front-of-package food labeling, without duplicating any federal efforts that may already be underway.

With this understanding, the proposed Resolution No. 7507 conveys the City's interest in front-of-packaging food labeling and encourages California and Congressional lawmakers to take further action. Upon adoption, the Resolution of Support will be sent to state and federal lawmakers as well as the Food and Drug Administration for their awareness and advocacy.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

There is no fiscal impact related to the adoption of Resolution No. 7507.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7507 supporting front-of-package food labeling.

Attachment: Resolution No. 7507

RESOLUTION NO.7507

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,  
CALIFORNIA, SUPPORTING FRONT-OF-PACKAGE FOOD LABELING  
FOR PACKAGED FOOD PRODUCTS

WHEREAS, the City of Arcadia values the health and well-being of its residents and seeks opportunities to encourage healthy choices; and

WHEREAS, obesity, heart disease, type 2 diabetes, cardiovascular disease, high blood pressure, and other diseases are linked to poor diet and nutrition; and

WHEREAS, consumers benefit from having nutritional information that is visible and easy to understand for packaged food products; and

WHEREAS, the City of Arcadia supports efforts to better inform consumers about the contents of food products to promote healthy decisions around diet and nutrition; and

WHEREAS, the Federal Food and Drug Administration ("FDA") is the agency currently tasked with oversight of packaged food and consumables, including their labels; and

WHEREAS, the FDA is the regulatory agency most suited to create & administer a new packaged food labeling system; and

WHEREAS, the Executive Office and Congressional lawmakers have the ability to compel the FDA to create a labeling system with more simplified and clear information about the food contents; and

WHEREAS, California lawmakers and regulatory authorities are better positioned to lobby federal agencies or enact statewide measures related to packaged food labels; and

WHEREAS, the City Council extends their full support for a front-of-package labeling system for packaged food products, to help consumers make informed and healthy choices about the products they purchase.

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

SECTION 1. The City Council of the City of Arcadia supports front-of-package labeling for all packaged food products to encourage healthy and informed choices by consumers.

SECTION 2. The City Council of the City of Arcadia encourages State and Federal lawmakers as well as agencies like the Food and Drug Administration, to take the necessary steps to implement a front-of-package food labeling system.

SECTION 3. The City Council directs the City Manager to transmit a copy of this Resolution to the appropriate State and Federal agencies, including legislators that represent the City of Arcadia.

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

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted this 6th day of June, 2023.

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Mayor of the City of Arcadia

ATTEST:

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City Clerk

APPROVED AS TO FORM:



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Michael J. Maurer  
City Attorney



# STAFF REPORT

Office of the City Manager

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7508 ESTABLISHING A CITY COUNCIL HEALTH COMMITTEE  
**CEQA: Exempt**  
**Recommendation: Adopt**

## **SUMMARY**

At the Study Session on May 16, 2023, the City Council approved the creation of a City Council Health Committee to enhance health outcomes in the community. Resolution No. 7508 outlines the purpose, scope of work, membership, staff support, limitations, and requirements of the proposed Health Committee. It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7508, establishing a City Council Health Committee.

## **BACKGROUND**

At the January 17, 2023, City Council Meeting, Council Member Cao received support to place the discussion of a City Health Commission on a future City Council Agenda. This topic was brought to City Council for discussion on March 7, 2023. The Health Commission discussion at the March City Council Meeting included information on existing City Boards and Commissions; the economic impact of the health care industry in Arcadia; the availability of health care resources in the community; and the purpose and membership of the proposed Health Commission. Following the discussion on March 7, the City Council voted to continue the conversation to a future Study Session.

The next discussion on the proposed Health Care Commission took place at the City Council Study Session on April 18, 2023. At this meeting, Council Member Cao presented more information on the Beverly Hills Health and Safety Commission and answered follow-up questions regarding the proposed scope of work. At this Study Session and on the March 7, 2023, City Council Meeting, there was public testimony from several local physicians in support of a City Health Commission. Following the

Study Session on April 18, the City Council moved to continue the conversation, and subsequently, the Health Commission was next discussed at the City Council Study Session on May 16, 2023.

During the Study Session on May 16, 2023, no new information was presented by Council Member Cao, nor was any public testimony provided. At this meeting, the City Council reached a compromise that entailed formulating a Health Committee that would consist of two City Council Members and was limited to providing health education and the creation of a health fair. The City Council voted 4-1 to approve this proposal and Resolution No. 7508 was prepared as a result.

### **DISCUSSION**

The proposed City Council Health Committee (“Committee”) will function as a standing committee, which does not have a definitive end-date, making it subject to Open Meeting Laws (the “Brown Act”). Unless the Committee’s work concludes naturally, the Health Committee will remain in place until it is dissolved by a majority vote of the City Council.

The purview of the Committee is limited to providing health education and a health fair for Arcadia residents. Currently, the Recreation and Community Services Department provides an annual health fair for Arcadia seniors, 50 years of age and older. The next such event is scheduled for September 1. Providing health education and a health fair may require City resources beyond staff time. Any requests for funding to accomplish the approved mission will be addressed by the City Manager within current budgets, or will be brought to the full City Council for consideration and approval.

Council Members Cao and Wang have been selected to serve as the initial delegates to the Health Committee. Future assignments will be handled by the Mayor along with all other committee, board, and commission appointments. It is expected that the Committee will meet on a regular basis to advance its authorized scope of work, but the exact frequency will be established by the Committee. The Committee will be supported by City staff as designated by the City Manager. The City Manager has indicated that the Recreation and Community Services Department is the logical support staff for this Committee.

The Committee will provide updates to the City Council as necessary and may enlist the expertise of local health care providers in relation to accomplishing their mission of health education and the community health fair.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The fiscal impact associated with establishing a City Council Health Committee is expected to be commensurate with other City Council Subcommittees. At this time, it is expected that the Committee can accomplish its mission through the use of in-kind services and existing staff time, with little to no direct costs. Any expenses beyond what can be absorbed in departmental budgets will be brought to the City Council for approval through a supplemental budget appropriation.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is exempt under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7508 establishing a City Council Health Committee.

Attachment: Resolution No. 7508

RESOLUTION NO.7508

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,  
CALIFORNIA, ESTABLISHING A CITY COUNCIL HEALTH COMMITTEE

WHEREAS, the City of Arcadia is invested in the health and well-being of its residents and seeks opportunities to improve health outcomes for all Arcadians; and

WHEREAS, the City of Arcadia has an abundance of quality health care services and providers, including major hospitals like USC Arcadia Hospital / Keck Medicine and UCLA Children's Hospital; and

WHEREAS, the City of Arcadia currently facilitates healthcare education and services to its senior residents, ages 50 and older, through programming and education at the Arcadia Community Center; and

WHEREAS, the City Council desires to expand healthcare offerings for the entire community through education, outreach, and collaboration; and

WHEREAS, at its May 16, 2023, Study Session, the City Council expressed its desire to create a City Council Health Committee.

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

SECTION 1. ESTABLISHMENT OF COMMITTEE – OPEN MEETING LAW. A City Council Health Committee ("Committee") is hereby established. It is subject to the California Open Meeting Law (the "Brown Act") and shall conduct all business in accordance therewith.

SECTION 2. COMPOSITION. The Committee shall consist of two (2) City Council Members, Council Member Dr. Michael Cao and Council Member Eileen Wang.

Committee members shall remain in place unless otherwise appointed by the Mayor.

SECTION 3. PURPOSE. The Committee's purview is to provide health care education and to offer a community health fair, available to Arcadia residents.

SECTION 4. LIMITATIONS. Except as otherwise provided in Section 3, and unless approved by official action of the City Council, the Committee's role, function, and scope of work shall only be as set forth in this Resolution.

SECTION 5. FUNCTION AND DURATION OF COMMITTEE. Upon appointment, the Committee shall convene and establish a regular meeting schedule. The Committee will report on its activities and results to the City Council as necessary. The Committee will function as a 'standing committee' and shall continue unless dissolved by a majority vote of the City Council.

SECTION 6. COMMITTEE SUPPORT. The Committee shall be assisted by the City Manager, or their designee, who shall assign such City staff as needed, to provide information and assist the Committee. The Committee shall not expend any City funds in support of its work except for such funds as approved by the City Manager.

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

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted this 6th day of June, 2023.

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Mayor of the City of Arcadia

ATTEST:

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City Clerk

APPROVED AS TO FORM:



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Michael J. Maurer  
City Attorney



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Director Library & Museum Services

**SUBJECT:** GIFT OF \$13,900 FROM THE FRIENDS OF THE MUSEUM FOR MUSEUM PROGRAMMING, MARKETING, AND ARCHIVAL SUPPLIES

**CEQA: Not a Project**

**Recommendation: Accept**

## SUMMARY

The Friends of the Museum are offering a gift of \$13,900 to the Gilb Museum to provide programming, promotional materials, community history kits, support for preservation workshops, and archival supplies specifically for the Floretta K. Lauber collection for the Museum. This generous donation will help further the educational programming, artifact, and collection preservation program, and help publicize the Museum at community events. It is recommended that the City Council accept this gift.

## DISCUSSION

The Friends of the Museum, as part of its ongoing mission to support the Museum's goals and objectives, are donating \$13,900 to the Gilb Museum of Arcadia Heritage. The Friends of the Museum board members raise this money through memberships, fundraising through the Ralphs Give Back program, as well as donations, in support of the Museum. The Museum is the only city entity that collects, preserves, and recognizes Arcadia's rich heritage, past and present, for the community in a shared public setting. Through carefully curated collections, exhibits, and public educational programs, the Museum shares the City's diverse history, past and present, with the community, inviting the community in to discover, create dialog, provide a place for reflection, and a connected and shared identity for learning and discussion.

The funds donated by the Friends of the Museum help the Gilb Museum of Arcadia Heritage and the City of Arcadia provide the Museum with funds to purchase some much-needed programming, marketing, and archival supplies to help further its mission beyond the current capacity of the City's general fund. Without the ongoing support of the Friends

Donation in the amount of \$13,900 from the Friends of the Museum

June 6, 2023

Page 2 of 2

of the Museum, the array of services, programs, collection care, and preservation would be diminished in quality and quantity now and for future generations.

Presently, all gifts over \$1,000 are subject to approval by the City Council pursuant to City Charter Section 1218.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Receipt of this \$13,900 gift will provide adequate funding to continue the important community education and preservation of collections ensuring use of proper archival storage to maintain and preserve the collections for present and future exhibits, displays, and more.

### **RECOMMENDATION**

It is recommended the City Council accept a gift of \$13,900 from the Friends of the Museum for museum programming, marketing, and archival supplies.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Administrative Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Hue Quach, Administrative Services Director  
Henry Chen, Financial Services Manager/Treasurer

**SUBJECT:** STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2023-24  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

In compliance with the California Government Code Section 53646(a)(2) and the City's Statement of Investment Policy to delegate investment responsibility and to adopt the policy annually, it is recommended that the City Council approve and adopt the updated Investment Policy for Fiscal Year 2023-24.

## DISCUSSION

The Statement of Investment Policy is intended to provide guidelines for the prudent investment of City funds and to outline procedures for maximizing the efficiency of the City's cash management system. In addition to being in compliance with all applicable City resolutions, California statutes, and Federal regulations, this Statement's ultimate goal is to enhance the economic status of the City while protecting its invested funds.

The City's Statement of Investment Policy includes the following sections, and a copy of the policy is enclosed:

- Scope
- Objectives
- Delegation of Authority
- Prudence
- Ethics and Conflicts of Interest
- Authorized Securities and Transactions
- Selection of Broker/Dealer
- Portfolio Maturities and Liquidity
- Competitive Transactions
- Safekeeping and Custody
- Portfolio Performance

- Reporting
- Policy Review

The City's Statement of Investment Policy has been carefully reviewed and one change has been proposed for the Fiscal Year 2023-24. This change adds as a permitted investment certificates of deposits issued by a savings association, a federal association, and a state or federal credit union that is insured by the National Credit Union Administration ("NCUA"). The NCUA is an independent federal agency that insures deposits at federally insured credit unions, protects the members who own credit unions, and charters and regulates federal credit unions. All other items in the Policy are recommended to be re-adopted without modifications.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

There is no direct fiscal impact from adopting this Statement of Investment Policy; however, the document is intended to improve the overall fiscal health of the organization by prioritizing, in order, safety, liquidity, and yield when investing City funds.

### **RECOMMENDATION**

It is recommended that the City Council find this action is exempt from the requirements of the California Environmental Quality Act ("CEQA"); and approve the Statement of Investment Policy for Fiscal Year 2023-24.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Proposed Statement of Investment Policy for Fiscal Year 2023-2024

**City of Arcadia**  
**Statement of Investment Policy**  
**Fiscal Year 2023-2024**

The City of Arcadia (the “City”), incorporated in 1903 is located approximately 20 miles northeast of downtown Los Angeles in the San Gabriel Valley, at the base of the San Gabriel Mountains. It is the site of the Santa Anita Park racetrack and home to the Los Angeles County Arboretum and Botanic Garden. The City is a charter city and operates under a council/manager form of government (Charter Section 300). The City is governed by a city council (the “Council”) of five members elected at-large (Charter Section 400), whom selects the City Manager (Charter Section 600). The Arcadia Redevelopment Agency is a component unit of the City, which was established in 1968 and governed by the same Council and City Manager. The Redevelopment Agency was ceased in 2013 due to a change in state law; however, the City remains the custodian of funds and serves as the Successor Agency to the Arcadia Redevelopment Agency. Hereinafter the City and Successor Agency are collectively referenced as the “the City”.

The Council has adopted this Investment Policy to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All City funds will be invested in accordance with this Investment Policy and with applicable sections of the California Government Code.

This Investment Policy was endorsed and adopted by the City Council of the City of Arcadia on June 6, 2023. It replaces any previous investment policy or investment procedures of the City, unless otherwise directed by the City Council.

**SCOPE**

The provisions of this Investment Policy shall apply to all financial assets of the City as accounted for in the City’s Annual Comprehensive Financial Report, except for retirement funds held in trusts. Deposits with banks under the provision California Government Code’s “Deposit of Funds” provisions are excluded from this Policy’s requirements.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds on a monthly basis.

**OBJECTIVES**

The City’s funds shall be invested in accordance with the City Municipal Code, all applicable City resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.

3. Attainment of a market rate of return.
4. Diversification to avoid incurring unreasonable market risks.

### **DELEGATION OF AUTHORITY**

The management responsibility for the City's investment program is delegated annually by the City Council to the City Treasurer pursuant to California Government Code Section 53607. The City's Financial Services Manager serves as the City Treasurer, who is appointed and supervised by the Administrative Services Director. The Administrative Services Director is delegated by the City Manager to oversee the City's investment and finance operation and has ultimate responsibility of the investment operation. The Administrative Services Director and City Treasurer may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members. No person may engage in an investment transaction except as expressly provided under the terms of this Investment Policy.

The City Treasurer shall maintain a system of internal controls, consistent with this Investment Policy, for the operation of the City's investment program. Such system shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

### **PRUDENCE**

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states,

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.*

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The City Treasurer and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

### **ETHICS AND CONFLICTS OF INTEREST**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Also, elected officials and employees involved in the investment process shall not participate in any decision on behalf of the City in which they have a financial interest as set forth in the Political Reform Act of the State of California and related regulations. The City Manager, the Administrative Services Director, City Treasurer, and any other staff authorized to engage in investment operation shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

### **AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds. Any revisions or extensions of these code sections will be assumed to be part of this Investment Policy immediately upon being enacted.

The City has further restricted the eligible types of securities and transactions as follows. Percentage holding limits listed in this Policy apply at the time the security is purchased. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type; excluding U.S. Treasuries, federal agencies, supnationals, and pooled investments such as LAIF, money market funds, or local government investment pools. Credit ratings, where shown, specify the minimum credit rating category required at purchase. Securities that have been downgraded after purchase to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

1. United States Treasury bills, notes or bonds with a final maturity not exceeding five years from the date of trade settlement. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.
2. Federal Instrumentality Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.

3. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in items 1 and 2 above with the maturity of the collateral not exceeding five years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a Primary Dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The City Treasurer shall maintain a copy of the City's approved Master Repurchase Agreement and a list of the broker/dealers who have executed same.

4. Supranational Obligations United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by one Nationally Recognized Statistical Rating Organizations ("NRSRO"). A maximum of 30% the City's portfolio may be invested in this category.
5. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by one NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either Subparagraph A or B below:
  - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five hundred million dollars (\$500,000,000) and (3) have debt other than commercial paper, if any, that is rated in a rating category of "A" or the equivalent or higher by one NRSRO.
  - B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond, and (3) have commercial paper that is rated at least "A-1" or the equivalent by one NRSRO.

The aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio. If the City's assets under management exceed \$100 million, then the aggregate investment in commercial paper shall not exceed 40% of the City's total portfolio.

6. Eligible Bankers Acceptances with a maturity not exceeding 180 days from the date of trade settlement, issued by a national bank with combined capital and surplus of at least \$250 million, whose deposits are insured by the FDIC, and whose senior long-term debt is rated in a rating category of “A” or the equivalent or higher by one NRSRO at the time of purchase. The aggregate investment in banker’s acceptances shall not exceed 15% of the City’s total portfolio.
7. Medium Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium Term Notes must be rated in a rating category of “A” or higher by one NRSRO at the time of purchase with a final maturity not exceeding five years. A maximum of 30% of the City’s portfolio may be invested in this category.
8. Asset-Backed Securities A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years’ maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of “A” or its equivalent or better for the issuer’s debt as provided by one NRSRO and rated in a rating category of “AA” or its equivalent or better by one NRSRO. A maximum of 20% the City’s portfolio may be invested in this category.
9. Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Section 53601(i), which limits the amount that may be invested in this category to 30% of the City’s portfolio.
10. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of non-negotiable certificates of deposits are subject to the requirements of Sections 53601(n) and 53638 and shall be fully insured by the FDIC or NCUA with a corresponding certification number. A maximum of 20% the City’s portfolio may be invested in this category.
11. Placement Service Deposits Private sector entities may be used to place bank deposits subject to the limitations of Sections 53601.8. All deposits shall be fully insured by the FDIC. A maximum of 20% the City’s portfolio may be invested in this category.
12. State of California’s Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. The maximum amount of the City’s portfolio that may be invested in this category is subject to LAIF’s limit for general accounts.
13. Money Market Funds registered under the Investment Company Act of 1940 that (1) are “no-load” (meaning no commission or fee shall be charged on purchases or sales of shares); (2) are Government Money Market Funds; and (3) have a rating of at least

AAA or the equivalent by one NRSRO. The aggregate investment in money market funds shall not exceed 20% of the City's total portfolio.

14. Local Government Investment Pools Shares of beneficial interest issued by a joint powers' authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Government Code. The City will limit investments to LGIPs that seek to maintain a stable net asset value and have a rating of AAA or the equivalent by one NRSRO.

15. Municipal & State Obligations:

A. Municipal bonds including registered notes or bonds of any of the 50 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 states.

B. In addition, bonds, notes, warrants, or other evidences of indebtedness of any local agency in California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Municipal bonds must be rated in a rating category of "A" or the equivalent or higher by one NRSRO with maturities not exceeding five years from the date of trade settlement. The aggregate investment in municipal bonds may not exceed 20% of the portfolio.

## **PROHIBITED INVESTMENTS**

The City shall not invest in any investment authorized by the Government Code but not explicitly listed in this Policy without the prior approval of the City Council. Furthermore, the City will not invest in inverse floaters, range notes, mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity, except as allowed by Government Code Section 53601.6. The City may hold any previously permitted but currently prohibited investments until their maturity dates.

## **SELECTION OF BROKER/DEALERS**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the City's account.

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. Such Broker/Dealers will be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code and the list

of approved firms shall be provided to the City on an annual basis or upon request. The investment advisory firms shall perform due diligence review on all of the brokers included on their list, and ensure all purchases are allowable by this investment policy.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the City's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Policy.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 4 of the Authorized Securities and Transactions section of this Investment Policy.

### **PORTFOLIO MATURITIES AND LIQUIDITY**

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of trade settlement.

### **COMPETITIVE TRANSACTIONS**

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then City Treasurer will document quotations for comparable or alternative securities.

### **SAFEKEEPING AND CUSTODY**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall select one or more banks to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank or its Depository Trust Company ("DTC") participant account.

All Fed wireable book entry securities owned by the City shall be held in the Federal Reserve System in a customer account for the custodian bank which will name the City as “customer.”

All DTC eligible securities shall be held in the custodian bank’s DTC participant account and the custodian bank shall provide evidence that the securities are held for the City as “customer.”

### **PORTFOLIO PERFORMANCE**

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City’s investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio’s weighted average effective maturity.

### **REPORTING**

Monthly, the City Treasurer shall submit to the Administrative Services Director, the City Manager, and the City Council a report of the investment earnings including weighted average rate of return and performance results of the City’s investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
2. A description of the funds, investments, and programs;
3. A monthly report of investment transactions;
4. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
5. A statement of compliance with the investment policy or an explanation for non-compliance; and
6. A statement of the ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case.

### **POLICY REVIEW**

This Investment Policy shall be adopted annually by the City Council. It shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield, and diversification and its relevance to current law and economic trends. Amendments to this Investment Policy shall be approved by the Council.



# STAFF REPORT

Development Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
Tim Schwehr, Economic Development Manager

**SUBJECT:** AGREEMENT FOR SERVICES WITH THE ARCADIA CHAMBER OF COMMERCE FOR FISCAL YEAR 2023-24 IN THE AMOUNT OF \$94,589  
**CEQA: Not A Project**  
**Recommendation: Approve**

## **SUMMARY**

The Arcadia Chamber of Commerce (the “Chamber”) provides programming and activities that benefit its members and the entire business community. The City of Arcadia and the Chamber execute an annual Agreement for Services (“Agreement”). As proposed in the Agreement for Fiscal Year 2023-24, the City will provide the Chamber with \$94,589 for its efforts on behalf of the business community, and to complement the City’s marketing activities. It is recommended that the City Council approve, and authorize and direct the City Manager to execute, the Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2023-24, in the amount of \$94,589.

## **BACKGROUND**

The Chamber and the City have long cooperated concerning issues and projects of mutual interest to the Arcadia civic and business community. As part of this mutual cooperation, the City enters into an annual Agreement for Services with the Chamber to provide public relations, business development, and government/legislative services in support of the Arcadia business community and general economic development. Since the 2015-16 Fiscal Year, the annual Agreement for Services with the Chamber of Commerce has been adjusted annually for inflation. For the 2022-23 Fiscal Year, the City allocation totaled \$88,072 in funding. The Chamber Summary Report, included as Attachment No. 1, highlights some of the events, programs, and activities from the 2022-23 Fiscal Year. The Chamber Annual Financial Summary, included as Attachment No. 2, provides additional details on Chamber funding sources, expenditures, and finances.

In addition to the annual Agreement for Services funding, the Chamber also utilizes the City-owned property at 388 West Huntington Drive for its offices at a discounted rate. The current lease rate of \$400 per month with the Chamber that was approved in December 2021 and extends through November 2026 is well below the current at-market rate estimated to be \$3,800 per month for a 1,900 square-foot office in central Arcadia.

On November 15, 2022, the City Council also approved a one-time allocation of \$50,000 of American Rescue Plan Act (“ARPA”) funds towards a new Arcadia Chamber of Commerce membership assistance program. This program pays for up to one year of Chamber membership dues (\$280) for Arcadia small businesses to join or rejoin the Chamber. As of May 1, 2023, 31 businesses had been approved for participation in this program totaling \$8,680 in ARPA funding.

## **DISCUSSION**

The Chamber of Commerce offers a variety of important services to the business community in Arcadia, typically including:

- Providing reference and referral information about the City to brokers, realtors, merchants, business operators, and interested public.
- Communicating frequently via e-mail with Constant Contact monthly event calendars and weekly event reminders, and regular website updates.
- Utilizing new media, including Facebook, Twitter, and Instagram, to expand outreach for events, including mixers, business breakfasts, and ribbon cuttings.
- Promoting and managing the annual Taste of Arcadia event (last held in 2019), and multiple Dine Arcadia Restaurant Week events throughout the year.
- Organizing and providing staff support for the monthly Community Connection meeting, Ambassadors meeting, Taste of Arcadia Committee, Business Networking Breakfasts (Rise and Shine Arcadia), and business mixers.
- Working with and supporting the Downtown Arcadia Improvement Association (“DAIA”), including various planning activities and events held in the Downtown.
- Conducting business visits to learn about the different businesses in Arcadia and provide business owners with contact information and services available through the City and the Chamber.

- Coordinating with the City on retail recruitment, targeted economic development opportunities, and marketing efforts.

The proposed Agreement for Services with the Chamber for Fiscal Year 2023-24 is included as Attachment No. 3. The Agreement provides for annual financial support from the City and includes an exhibit that further details the Chamber's services to and for the City and business community. The proposed Agreement includes an increase of 7.4% based on the U.S. Department of Labor Consumer Price Index increase for the Los Angeles-Long Beach-Orange County region over the 2022 calendar year. This amounts to an additional \$6,517 in funding compared to the current Fiscal Year allocation. The funding provided by the City is anticipated to account for approximately 20% of the Chamber's overall budget for Fiscal Year 2023-24, with the remainder provided by membership dues, sponsorships, and event proceeds.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

A total of \$93,000 has been included in the proposed Fiscal Year 2023-24 General Fund Budget for the Annual Agreement for Services with the Chamber. Due to the large CPI increase for the 2022 calendar year, the budgeted amount does not fully fund the Agreement as adjusted for inflation. However, adequate funds are available in the Economic Development Division budget to cover the additional \$1,589 through contract services funds.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act ("CEQA"); and authorize and direct the City Manager to execute an Agreement for services with the Arcadia Chamber of Commerce for Fiscal Year 2023-24 in the amount of \$94,589.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

Agreement for Services with the Arcadia Chamber of Commerce

June 6, 2023

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Attachment No. 1: Chamber Summary Report for Fiscal Year 2022-23

Attachment No. 2: Chamber Annual Financial Summary for Fiscal Year 2022-23

Attachment No. 3: Agreement for Services for Fiscal Year 2023-24



## **Mission Statement**

To play a critical and integral role in maintaining a healthy business environment, contributing to the economic growth of the members, the city, and enhancing the city's image.

**July 2022**

**to**

**December 2022**

# Public Relations

## *Community Focus*

The Arcadia Chamber and its members continue to navigate business life through the last six months of 2022, working through the changes and challenges from the recent years. Businesses have seen continued growth and renewal, and Chamber membership has been on the upswing. Networking events, to create that business-to-business connection, are of the highest quality, and continue to be the Chamber's focus, both in person and on Zoom. Committees also work hard to raise the bar on networking events and special events like Dine Arcadia.

Rise & Shine, the Chamber best-attended event overall, has seen a rise in attendance over the past few months, averaging 50 to 60 guests. The goal for 2023 is to reach pre-Covid numbers of 80 to 100 guests at each Rise & Shine.



Calls to the Chamber have been more community - focused in the past few months, with requests for senior services on the uptick. City service calls have become less, but a promising rise has been seen in member-to-member calls, with members requesting contact info to utilize other member services. Referrals are important to Chamber members, so this is very positive.

Legislative reps continue to be supportive and informative on grants and opportunities to help businesses to revitalize and heal from the challenges of the past years. Reps continue to attend events and ribbon cuttings all over the valley. General information from utilities also assists the community in finding financial solutions to rising utility costs.

Updates from City services, such as Senior services, Youth programs, the Gilb Museum, and the Arcadia Public Library, are posted on the Chamber's website and social media, along with events included on two virtual community calendars (one on the website and one on the app). AUSD information is also released on all platforms, and with the Arcadia Music Club as a new member, the Chamber was able to share helpful community information on the Festival of Bands in November.



## #ArcadiaStrong-er

Bolstered by the win of a prestigious Telly Award (video seen here <https://arcadiachamber.org/arcadia-strong>), the Arcadia Chamber announces the *Arcadia Stronger* program.

*Arcadia Stronger* will ride on the back of a generous \$50,000 grant from the City of Arcadia, with the target of assisting at least 150 businesses with Chamber membership grants. The goal is not only to increase Chamber membership, but to boost business throughout the City of Arcadia by introducing businesses to the array of benefits offered by the Arcadia Chamber, which boosts business overall.



The Arcadia Strong program will continue to garner funds through donations and purchases of merchandise from the Arcadia Strong website, while the *Arcadia Stronger* program will use the funds provided from the City solely to provide membership to businesses. Chamber staff is already

spreading the word about *Arcadia Stronger* to various businesses throughout the City, and funds will begin being distributed starting December of 2022.

Grant recipients will need to provide specific information to be considered, including a business license showing a physical Arcadia address and that their business was open prior to 2021, plus a drop date of Arcadia Chamber member (if applicable) prior to November of 2022.

Requirements to continue the program include liking and following the Arcadia Chamber and City social media pages, attending an Arcadia Chambering 101 seminar, attending at least one virtual or in-person event in a 90-day period, and submitting a marketing or promo piece for posting on the Arcadia Chamber website and social media.

## *Social Media*

Social media remains a factor in marketing for many businesses, including the Chamber and its membership base. Members contact the Chamber almost daily with marketing materials and events to post and share on various social media platforms. The Chamber Facebook Members Only group currently has 119 users and is gaining traction.

## Committees



Committees currently include the Board and Ambassador teams, along with the Policy and By-Laws committee, the Membership, Fundraising, and Events committees, plus a group focusing on the newly created Golf Tournament. These groups meet once per month to discuss their topics and make changes and suggestions to help build membership and improve the Chamber overall.

The **Ambassador Team** continues with “The Plug,” an exclusive event to which new members only are invited to meet the Ambassadors and Chamber staff. This gives new members a more personal introduction to the Chamber itself. Andre Woods and Tracy Wilke will take over as chairpersons for the 2023 year to lead the Ambassador team.

The **Membership Committee** works on new member sales and ideas to market to new members. The committee tries to discover the best way to gain and keep new members, asks what the value of membership is, adds new ideas to what is included in membership, and shares ideas on retention. This committee also worked on a Why Join the Chamber flyer (included in packet), featuring a wheel of information on the benefits of Chamber membership.



The **Events Committee** has been planning out the calendar of events for 2023 and works with staff once per month to get events and venues set. The events this team is currently working on include Dine Arcadia and Shop Arcadia, plus the Chamber’s monthly events. A small group of dedicated members has gotten together to form a committee for the upcoming **Golf Tournament**, which will happen in May of 2023. This newly formed event will be spearheaded by this group, who have already assisted in securing a course, getting sponsorships sold, and has given ideas for golf games, prizes, and other activities on the day of the event itself

The **Policy and By-Law Committee** continues to read through and make relevant changes to the Chamber’s current by-laws and policies to help move the Chamber forward into the future and keep our standards high. By-laws should be ready for a vote by February 2023. Also in the works is an updated Employee Handbook and a Safety Handbook.

The **Fundraising/Sponsorship Committee** is seeking to discover news way to bring in Sponsorships for the Chamber and how to raise funds for the Arcadia Strong campaign. This group is helping rebuild relationships with current sponsors, as well as engaging new sponsors.

## Membership

Through 2022, the Chamber gained 64 new members, with 39 of those coming in the last six months of the year. New membership has seen a slow climb, but multiple dropped members have expressed interest in rejoining in 2023, which is a promising sign of the growth of business overall. New membership has come from businesses of all types from around the SGV. 35 members also dropped during the last six months of the year. Some of those businesses are permanent closures, with others simply moving to other areas. In total, the Chamber lost 82 members who dropped in 2022.



The \$20 increase in annual membership costs to \$280 in January of 2022 has not been an issue with new members. Membership check-in calls are made by Membership Sales and Office Administrator Matt Miyasaki, alongside the Board and Ambassador teams. This helps the Chamber better understand the needs of businesses during this time and provide guidance. Retention for returning members stands at 65%.



New for 2023 is the 110% Club (formerly known as the Visionary Fund). The 110% Club requires an additional fee of 10% of the membership fee, to which the member receives their logo and live link on a dedicated page of the Arcadia Chamber's website plus an extra website/social media post per month. The Chamber is also creating a special wall in the Chamber building for these businesses to post flyers, so 110% Club members will receive additional highlights for their business.

Also new in 2022 was the 10 Minute Network, to which members can register for member-to-member phone calls, so they can network on their own time. Member connections are created by Matt Miyasaki, who rearranges members in order to keep connections fresh. Each month, members receive contact info for another member, the members then set up their 10 Minute Networking time and can chat via phone, text, or even in person.



## Member Events

### *Rise & Shine Arcadia – 3<sup>rd</sup> Thursday each Month*



Rise & Shine Arcadia continues to grow and thrive, with attendance at a steady 40 to 50 guests. The goal is to reach an average of 75, with hopes of hitting highs of 80 to 100 in 2023, as we have in past years.



Arcadia venues to host Rise & Shine included The Derby (an Arcadia Chamber exclusive) and Embassy Suites.

The event is sponsored by Rose Hills Memorial Park and Mortuary, who will continue their sponsorship through 2023, with alternating members sponsoring on lower levels, such as Nick Gumpert of RE/MAX Top Commercial Realty and Harvey Slater Holistic Nutrition & Wellness, plus CA Flat Fee returning as an entertainment sponsor each month. Guests can network, give their 30 second elevator pitches, play games, and get to know each other during networking, all to help grow their business and drum up new clientele.



### *Connect & Prosper – 4<sup>th</sup> Wednesday every other Month*

Connect & Prosper events occur every other month, hosted by Tong Tak House. This event's focus is to assist the Mandarin-speaking community and provide networking opportunities to that group.



Hosted by Board Member Francine Chui, Connect & Prosper has helped bridge the gap in the business community with Mandarin speaking members. Members of the Mandarin-speaking community regularly in attendance include a representative from USC Arcadia Hospital, Forest Lawn, DoubleTree, Harvest Fertility, Soo Properties, and more. Star Seven Financial Services sponsored this event through 2022 and will continue to do so through the 2023 calendar year as the Year of the Rabbit sponsor. Forest Lawn plans to return as a Red Envelope sponsor.

## Mixers



Mixers continue to be slow to return due to a lack of venues with the ability to host. The Chamber was able to hold three mixers during the last six months of the year, with host venues being Paco's, RT Rogers, and Mt. Lowe, who hosted the October Mega MIX, which was attended by approx. 220 guests. This event was held outdoors on the patio, with food and drinks from multiple Arcadia Chamber members, including Mt. Lowe, Cabrera's, Lord Empanada, and the Organic Juice Dude (a new member who joined just for this event), plus a Boba booth sponsored by board member Francine Chiu of Star Seven Financial Services. 16 Chambers were in attendance, and the Arcadia Chamber hopes to continue the

tradition of a Mega MIX each year.

The Chamber plans to continue to rebuild the MIX and host more events throughout 2023, as members and non-members alike are starting to reach out, asking about the prospect of being a host venue, including Dave & Buster's, a former member whose space was always very popular for events.



## Networking at Noon



At Networking at Noon guests play networking games, give their 30 second pitches, and give and receive raffle prizes, all while building their business. New venues are in the works for this lunchtime event, but current venues included BurgerIM on the border of Arcadia and Monrovia, Matt Denny's, Villa Catrina, Outback Steakhouse, and Cabrera's Arcadia.

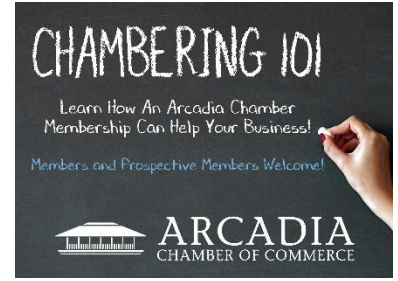


Networking at Noon generally gathers 15 to 20 guests, and the variety of venues keeps guests returning to try new restaurants all while networking to grow their business.

The Chamber has already reached out to multiple new members to see about hosting this event in 2023, including Hart House, Craft by Smoke and Fire, and others.

## Chambering 101 – 3<sup>rd</sup> Wednesday of each Month

Chambering 101 continued to be virtual through 2022 and will do so in 2023, providing information via an online platform while allowing time for networking and asking questions. Chambering 101 gives both members and prospective members a chance to learn how the Chamber can help their business grow.



Chambering 101 however will undergo a revitalization in 2023, with videos, new promotional materials, educational resources, and more. Chambering 101 will continue to be a free seminar for members and prospective members and will also include in-person seminars.

## Ribbon Cuttings

Members frequently contact the Chamber for ribbon cuttings to celebrate a grand opening, specific event, or milestone for that member. Through the last six months of 2022, the Chamber has helped celebrate the 5<sup>th</sup> anniversary of Dutch Door Hair Salon, the grand opening of Hart House and the Children's Hospital of LA Arcadia's Urgent Care Center, plus My Learning Center, and Ramen Nagi in the Shops at Santa



Anita.

The Chamber also assisted the City in dedicating and cutting ribbons for the Carol Libby Memorial Garden at the Gilb Museum, and the Mary Hansen Memorial Garden at the Arcadia Public Library.

Ribbon cutting attendance can vary, however events have hosted larger crowds during these months. Chamber staff has been in attendance, along with City and Legislative reps.



## Community Connection -1<sup>st</sup> Thursday of Each Month



Community Connection continues to help engage community and boost participation in a virtual setting, which in turn has helped boost overall attendance to this

important community event. Information was provided from Brian Greene about USC Arcadia Hospital (formerly Methodist Hospital), from the Upper San Gabriel Valley Water District,

Edison, and Santa Anita Park. Tim Schwehr from the City of Arcadia's Economic Development Department will head up 2023, with his popular presentation on developments throughout the City.



Legislative Reps regularly attend this meeting to provide up-to-date information on new legislature, laws and regulations, and happenings throughout our county and state.

Community Connection has been recorded and put out on social media in segments, for future viewing, so watchers can keep up with City happenings, updates from the Shops at Santa Anita and other local entities, plus news from our legislative reps.

## New for 2023 – Arcadia Classic Golf Tournament

Coming May 11, 2023, the Arcadia Chamber will hold its first Golf Classic Tournament at California Country Club in Whittier. Sponsorships are already pouring in and excitement is building. The event will feature a classic shotgun start, putting contest, longest drive contest, closest to the pin contest, and a hole-in-one contest that gives the chance to win a car from Longo Toyota. After the event, the Arcadia Chamber will host a 19<sup>th</sup> Hole mixer. Each golfer also receives a gift bag of items donated by Chamber members. Some sponsors who have already committed are RE/MAX Premier Properties, CA Flat Fee, Olympus Escrow, Star Seven Financial Services, Santa Anita Park, Foothill Credit Union, and Rose Hills.



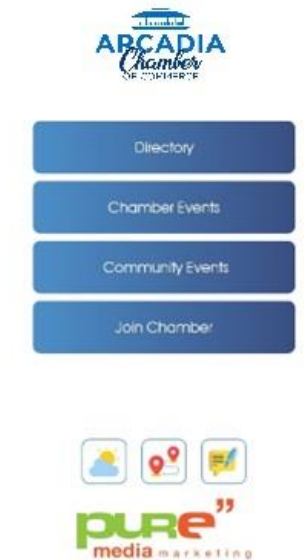
## Business Development

The Chamber continued its mission to assist businesses and help the community grow in the City of Arcadia. The City and Chamber will continue to partner and promote the Shop Arcadia campaign, which the Chamber posts on its website and adds to its LED sign rotation.

The Arcadia Chamber still assists with getting mall info out from Shops at Santa Anita and other local retailers in the City. This includes the Shops Merry and Bright campaign, in conjunction with the City, which provides gift cards as a reward for purchases made in the City of Arcadia.



The Chamber and various committees are hard at work on a campaign for Shop Arcadia that will run similar to Dine Arcadia but to promote retail shopping. This four-week event will happen during the holiday shopping season, showcasing videos of retailers, shopping districts, the Shops at Santa Anita and more!



### Arcadia Chamber App

The Arcadia Chamber's App provides convenient access to information, the Chamber member directory, and Chamber and community events on your mobile device. The App currently has 193 sign-ups (an increase of 30 from this time last year), multiple purchased ads, and has been promoting both community and Chamber events regularly. Users of the app can purchase tickets to events, and community members are encouraged to send info to post their own events on the calendar. The push notification system assists the Chamber in sending reminders and other info to mobile devices.

## LinkedIn

(<https://www.linkedin.com/company/arcadia-ca-chamber-of-commerce/>)

To increase its presence on social media, the Chamber has developed a LinkedIn company page, offering members, prospective members, and the business community new avenues to engage and expand their networking with the Chamber. LinkedIn helps promote Chamber events, showcases videos, and provides helpful information to followers.



LinkedIn has 138 followers to date.

## Speed Networking



Speed Networking is held each month (with the exception of major holiday months) and continues to grow in popularity. Guests are divided into breakout rooms of 2 to 3 participants to promote themselves and their businesses, with a time limit, then breakout rooms switch quickly to another room with a new networking

partner, so everyone receives a chance to interact and introduce their business. Speed Networking is now free to all, for both members and prospective members, to encourage those who are not members to join the Chamber for fun, productive networking.





## *Virtual Job Fairs – Held Quarterly*

The Arcadia Chamber continues to host quarterly virtual Job Fairs to assist in finding people jobs in our local community. Members and non-members alike are encouraged to present job openings, and job seekers can attend, ask questions, and find out how to apply for positions. Job presenters for our August event included local businesses such as HantePay, Positive Investments, Motel 6, the Chinatown Service Center, and Olympic Staffing. The Arcadia Public Library also shares job search resources, and Cresmer HR Consulting gives info on community outreach for job seekers.

Job Fairs are recorded and posted to social media for those who were unable to attend, with job and contact info posted on the Chamber’s job board.

## *Certificates of Origin*

Another source of revenue for the Chamber is Certificates of Origin. With the Chamber staff being able to return to the office, members are once again welcome to walk in for certificates of origin. Import/export businesses have been very busy during the last few months, so many members have been utilizing this service, sometimes on a weekly basis. There have been a few members who have joined the Arcadia Chamber specifically for certificates due to the closure of other Chambers.



## *Room Rentals*

Room Rentals are few during this time though requests continue to come in about costs and information on renting the Arcadia Chamber conference room. We hope to see an increase in 2023 for room rentals.

## ACE Awards & Board Installation

The Arcadia Chamber will install its 102<sup>nd</sup> board of directors in January of 2023 at The World Famous Derby's new event space, called the Woolf Club (formerly Souplantation). We will honor outgoing president Vicki Knight and incoming president Francine Chiu, along with our award winners. This year's theme will be Chinese New Year and the Year of the Rabbit.



### 2023 Award Winners

Citizen of the Year – Sherry Wang from USC Arcadia Hospital Foundation

Business of the Year – Mt Lowe Brewing Co

Arcadia Strong Award – Arcadia Assistance League/Bargain Box

Chamber Service Award –Jonathan Rodriguez of CA Flat Fee

Ambassador of the Year – Jose Luis Correa – Hey Media

## Dine Arcadia

Dine Arcadia made its third appearance in September 2022.

The September event featured in-person events and specials at participating restaurants, showcased six tasting events, including a wine and cheese tasting at Bella Sera, a BBQ and Brews tasting at Butcher Block BBQ, the Whiskey Steaks at The Derby, ice cream at Handel's, and a beer and food 'Mini Taste' at Mt Lowe Brewing Co. Events were well attended.



Guests purchased tickets and visited each venue to enjoy the flavors and various beverages the venue provided, all while learning a bit about the venue and items they tried. Dine Arcadia is officially a feature event for the Arcadia Chamber, to be held each April.

In addition to events, the DineArcadia.com website promoted restaurant members with menus and specials. Dine Arcadia social media promoted "Karen's Dine Arcadia Road Trip" videos, 1- to 2- minute videos at each restaurant member's location, sharing specials and talking about their menus. Videos ran through Dine Arcadia's two-week events



## *Continuing Community Improvement*

Continuing the relationship between the City, the Chamber, and the overall community, Chamber CEO Karen Mac Nair continues to collaborate with Tim Schwehr, Arcadia's Economic Development Analyst. The Chamber's LED signs provide information for drivers, highlighting water conservation, city events, spotlighting City information, and highlighting Chamber event sponsors. CEO Karen Mac Nair has also assisted the Arcadia Improvement Association Downtown Board and attended VACE meetings. Karen also assists on the Homelessness Task Force.

The Arcadia Chamber staff participated with a Day of the Dead-themed booth at the Downtown Arcadia Halloween Haunt and staff attended and assisted at the Downtown Holiday Fair.



The Arcadia Chamber also worked with City staff in the Mayor's Breakfast, which was held at Santa Anita Park in October. The Chamber's website was the hub for ticket sales and



promotion, and Arcadia Chamber staff assisted on the day-of doing check-in, handing out water bottles, and doing photography with celebrity guest Candace Parker.

# Looking Ahead – 2023 and beyond - Upcoming Chamber Events and Announcements

The Arcadia Chamber will host the ACE Awards and Board Installation event at The Derby’s new event space, the Woolf Club, and has hopes to continue hosting Rise & Shine breakfasts there, as well. New venues are in the works as hosts for Networking at Noon and MIX events, in order to continue building new and lasting relationships with members. The Chamber also returned to Embassy Suites for Rise & Shine in November and December, after a hiatus of almost two years.

The Chamber Board held the December Board meeting at the Le Meridien Hotel and will have another in-person board meeting in July.

And as always, we are looking forward to a bright future full of business growth and new opportunities for the Chamber and its community of members.



## SAVE THE DATES

- The MIX at Dave & Buster’s – February 21<sup>st</sup>
- Dine Arcadia – April 15<sup>th</sup> through April 30<sup>th</sup>
- Golf Classic – May 11<sup>th</sup> – new for 2023
- Shop Arcadia Weeks – November 21<sup>st</sup> through December 16<sup>th</sup>
- ACE Awards & Board Installation Dinner – January 26<sup>th</sup>
- Taste of Arcadia – Stay Tuned!





# WHY JOIN OUR CHAMBER?

Engage. Connect. Grow.

**Arcadia Chamber of Commerce is stronger than ever.** By joining, you get members-only perks, exclusive networking & advertising opportunities, and a whole lot of exposure for your business or organization. **Get on board and see the difference!**

## NETWORKING

It's not just who you know, it's who others know. Networking is powerful.

**COMMUNITY CONNECTION**  
Be in the know.

## REFERRALS

Lead generations from website directory, face to face, and Chamber staff.



**INCREASED PROFILE & VISIBILITY**  
Stand out and get noticed in the community.

**MARKETING OPPORTUNITIES**  
Social media posts & shares, e-mail blasts to 7k+, ribbon cuttings, online ads, event sponsorships.

## LEARNING

Small business resources, info to help you in business.

*More than a Membership.  
We are Family.*



**JOIN US!**

Scan to join or contact us to learn more about benefits of membership!

626.447.2159  
info@ArcadiaCaChamber.org

Follow Us  
@ArcadiaChamber



## STATS - July 2022 through December 2022

### Events

#### *Rise & Shine Networking Breakfast*

Number of Events  
Average Monthly Attendance

6  
55

#### *Mixers*

Previous Average Attendance  
Highest Monthly Attendance (Mt Lowe Mega Mix)  
Number of Events

50  
220  
3

#### *Networking at Noon*

Average Attendance  
Highest Monthly Attendance  
Number of Events

15  
25  
5

#### *Chambering 101 - virtual*

Average Attendance  
Number of Events

6  
5

#### *Ribbon Cuttings*

Number of Events

7

#### *Community Connection - virtual*

Average Attendance  
Number of Events

20  
6

#### *Boardroom Rentals*

One-Time Rentals  
Monthly Recurring Rentals  
Total Revenue - July - December

3  
0  
\$ 600.00

#### *Dine Arcadia -*

Tong Tak House Dim Sum Tasting Tickets  
Butcher Block BBQ Tasting Tickets  
Bella Sera Wine Tasting Tickets  
Handel's Ice Cream Tasting Tickets  
The Derby Whiskey & Steaks Tasting Tickets  
Mt Lowe Beer-Tember Fest Tickets

31  
13  
26  
45  
48  
113

Dine Arcadia Profit \$ 15,947.60  
Dine Arcadia Revenue \$ 26,951.04  
Dine Arcadia Expenses \$ 11,003.44

### Social Media

#### *Facebook*

Likes as of 12/28/2020 2,157  
Likes as of 5/14/2021 2,187  
Likes as of 5/31/22 2,277  
Likes as of 12/31/22 2,508

#### *Instagram*

Followers as of 12/28/2020 1,550  
Followers as of 5/14/2021 1,638  
Followers as of 5/31/2022 1,885  
Followers as of 12/31/22 2,104

#### *Twitter*

Followers as of 12/28/2020 1,263  
Followers as of 5/14/2021 1,269  
Followers as of 5/31/2022 1,282  
Followers as of 12/31/2022 1,285

#### *Constant Contact*

Subscribers in Database as of 12/28/2020 6,811  
Subscribers in Database as of 5/14/2021 7,421  
Subscribers in Database as of 5/31/2022 6,286  
Subscribers in Database of of 12/31/2022 6,654

#### *LinkedIn*

Followers as of 6/8/2020 34  
Followers as of 5/14/2021 60  
Followers as of 5/31/2022 118  
Followers as of 12/31/2022 141

#### *Member Count as of December 2022*

Classic 337  
Classic Monthly 23  
Signature 4  
Premium 5  
Connector 1  
Connector Monthly 1  
Supporter  
Leader 1  
Visionary 2  
Total 379

#### *Retention Member Percentage*

As of November 2022 65.00%

#### *New Members*

Joined from 07.01.22 through 12.20.22  
Classic 38  
Resident 0  
\$100 for 100 days 1  
Total 39



## **Mission Statement**

To play a critical and integral role in maintaining a healthy business environment, contributing to the economic growth of the members, the city, and enhancing the city's image.

**January 2023**

**to**

**June 2023**

# Public Relations

## *Community Focus*

The first six months of 2023 have been busy and productive for the Arcadia Chamber, with event attendance increasing alongside new events, and membership has been on the uptick. Growth and renewal are prevalent throughout the City, with businesses both large and small joining the Chamber from all districts. Networking events continue to be a highlight and favored membership perk, and comments from attendees remain positive, with many saying the Arcadia Chamber's events are the best in the San Gabriel Valley.

Rise & Shine continues to be the best-attended event, with average attendance at 60, however Dine Arcadia saw a rise in interest, specifically from venues, and April's two-weeks held nine total tasting events, and many restaurants have indicated interest in the next Dine Arcadia already, with the desire to hold a tasting event.



Chamber referrals also have been in full swing, with member-to-member business becoming more and more important. This referral network has even helped some members make the decision to join the Arcadia Chamber specifically over other chambers.

Members are also keen to assist other businesses with the ERC tax credit, and legislative reps continue to provide information on grants and opportunities to help businesses revitalize and heal from the challenges of the past years. Reps continue to attend events and ribbon cuttings all over the valley.

City updates continue to be shared on all Chamber platforms, and the Chamber continues to work with AUSD on updating the community on the goings on at the various schools in our community. Arcadia Music Club, who assists with the high school band, is a frequent visitor to Arcadia Chamber events, promoting and fundraising for the band.

## #ArcadiaStrong-er

Starting in January 2023, the Arcadia Chamber launched the *Arcadia Stronger* grant program, championed by generous funding from the City of Arcadia. *Arcadia Stronger* provides a full year of membership (value \$280) to businesses that might not otherwise have been able to afford it, wherein those businesses can begin networking and promoting in ways they could not before.

Businesses must have a business license in the City of Arcadia, have been in business prior to November 1<sup>st</sup> of 2021, and must provide a completed application. Once approved, said business must attend at least one Arcadia Chamber networking event, attend Chambering 101, follow the Arcadia Chamber and the City of Arcadia on social media, and submit at least one marketing promo piece to the Arcadia Chamber, all within the first 90 days of membership.

*Arcadia Stronger* rides on the back of the \$50,000 grant from the City of Arcadia, with the target of assisting at least 150 businesses with Chamber membership grants. Currently *Arcadia Stronger* has provided membership to 33 businesses. *Arcadia Stronger* grants have currently covered almost \$10,000 worth of cost of membership for local Arcadia businesses.



Chamber staff and volunteers have been calling businesses and doing business walks specifically to promote the *Arcadia Stronger* program, pass out information, and answer questions. Members of the Arcadia Chamber Board and Ambassador teams have been extremely helpful, even bringing

in members themselves to be a part of the *Arcadia Stronger* program.

## Social Media

Social media remains a factor in marketing for many businesses, including the Chamber and its membership base. Members contact the Chamber almost daily with marketing materials and events to post and share on various social media platforms. The Chamber Facebook Members Only group currently has over 100 users and is gaining traction.



## Committees



Committees currently include the Board and Ambassador teams, along with the Policy and By-Laws committee, the Membership, Fundraising, and Events committees, plus a group focusing on the Golf Tournament. These groups meet once per month to discuss their topics and make changes and suggestions to help build membership and improve the Chamber overall.

The **Ambassador Team** continues to invite new members to their monthly meetings, which have had good attendance overall. At the Ambassador meeting, new members can meet their personal ambassador, Arcadia Chamber staff, and other Ambassadors. This gives new members a more personal introduction to the Chamber itself. Andre Woods and Tracy Wilke are the chairpersons for the 2023 year to lead the Ambassador team.

The **Membership Committee** works on new member sales and ideas to market to new members. The committee has been coming up with new and innovative ideas to help build the Arcadia Chamber membership base. This committee is also working on translating Chamber member forms and documents into Mandarin (see last page for example).



The **Events Committee** planned out the first six months of 2023, adding some new events and networking opportunities, including a Dim Sum MIX with the LA Chinese Chamber. A second MIX is planned for June 1<sup>st</sup> at the Le Meridien, also in collaboration with the LA Chinese Chamber. Le Meridien is hosting this event at no cost.

The **Policy and By-Law Committee** continues to read through and make relevant changes to the Chamber's current by-laws. The by-laws vote was put on hold to accommodate for the Golf Tournament but will be voted on soon. Also almost completed are the updated Employee Handbook and a Safety Handbook.

The **Fundraising/Sponsorship Committee** is seeking to discover news way to bring in Sponsorships for the Chamber and how to raise funds for the Arcadia Strong campaign. This group is helping rebuild relationships with current sponsors, as well as engaging new sponsors.

## Membership

New membership has been rising, due to new businesses opening and the installation of the *Arcadia Stronger* program. In the first six months of 2023, the Chamber has added 60 new members, 33 of those are under the *Arcadia Stronger* program. 29 members dropped from January to June, as well. As of mid-May, the Chamber membership total is 420.



The Chamber changed its Visionary Fund donation of \$30 on membership renewals to a new name; members can now join the 110% Club, which also gives those members who choose to join that club an opportunity for additional marketing posts. The 110% Club members also get their logo and live link on a dedicated page on the Arcadia Chamber website.



Retention for returning members stands at 88%.

## Member Events

### *Rise & Shine Arcadia – 3<sup>rd</sup> Thursday each Month*



Rise & Shine Arcadia continues to grow and thrive, with attendance averaging from 50 to 60, generally. The new trend with attendance is guests buying tickets only a day or two before, but the number of guests still holds strong.



Arcadia venues to host Rise & Shine included Santa Anita Park, DoubleTree, and Courtyard Marriott, who hasn't hosted breakfast in a long while, so we are happy to be back at that venue.

The event is sponsored by Rose Hills Memorial Park and Mortuary. Pure Media Market also came in as a Bacon & Eggs sponsor for the first couple months of 2023, and CA Flat Fee is our Entertainment sponsor. Guests can network, give their 30 second elevator pitches, play games, and get to know each other during networking, all to help grow their business and drum up new clientele.



## Connect & Prosper – 4<sup>th</sup> Wednesday every other Month

Connect & Prosper events occur every other month, hosted by Tong Tak House, New Fusion, and Capital Seafood. This event’s focus is to assist the Mandarin-speaking community and provide networking

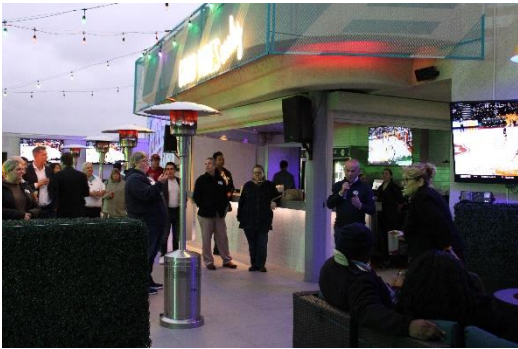
opportunities to that group.



Hosted by Board Member Francine Chui, Connect & Prosper has helped bridge the gap in the business community with Mandarin speaking members. A Dim Sum mixer event was also hosted by the Arcadia Chamber and the LA Chinese Chamber of Commerce, attended by 50 guests, held at Capital Seafood. The two chambers collaborated in bringing in guests and hosted the event together. Guests included both Arcadia and LA Chinese Chamber members, alongside non-members.

Members of the Mandarin-speaking community regularly in attendance include a representative from USC Arcadia Hospital, Forest Lawn, DoubleTree, Soo Properties, Judgement Collection, East West Bank, and more. Star Seven Financial Services is our sponsor for 2023 as the Year of the Rabbit sponsor.

## Mixers



Mixers continue to be slow to return due to a lack of venues with the ability to host. The Chamber held two MIX events during the first six months of 2023, the first at Dave & Buster’s and the second will be June 1<sup>st</sup> at the Le Meridien. This event will once again see the Arcadia Chamber and the LA Chinese Chamber collaborating to bring businesses together to network. The Chamber continues to reach out the members and hopes to host additional MIX events throughout the year.

## Networking at Noon

At Networking at Noon guests play networking games, give their 30 second pitches, and give and receive raffle prizes, all while building their business. Venues in 2023 have included Villa Catrina, Craft by Smoke and Fire, Hart House, and Delicious Food Corner. We hope to have new member Little Provence Sandwich Bistro host during the summer, alongside other long-standing members.

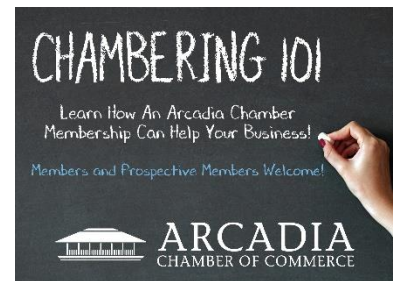


Networking at Noon generally gathers 15 to 20 guests, and the variety of venues keeps guests returning to try new restaurants all while networking to grow their business.

Hart House had the largest attendance over the last couple months, with 23 guests in attendance.

## Chambering 101 – 3<sup>rd</sup> Wednesday of each Month

Chambering 101 went live in 2023, held in the Arcadia Chamber conference room. Chambering 101 gives both members and prospective members a chance to learn how the Chamber can help their business grow.



Chambering 101 has been undergoing a revitalization in 2023, with videos, new promotional materials, educational resources, and more. Chambering 101 will continue to be a free seminar for members and prospective members.

## Ribbon Cuttings



Members frequently contact the Chamber for ribbon cuttings to celebrate a grand opening, specific event, or milestone for that member. New member Trinity Hills celebrated their grand opening, and the Upper San Gabriel Valley Water District celebrated the opening of their new building. Additional members have requested grand openings



and ribbon cuttings for the summer months, including Acuity Eye Group on Santa Anita Ave, and Foothill Credit Union, who will celebrate their relocation to Foothill Boulevard.

The Chamber also attended the presentation of a check from the Office of Congresswoman Judy Chu for the Colorado Streets project, which will fund the revitalization of Colorado Boulevard, including the addition of sidewalks and a bike lane.



## 10 Minute Network

The 10 Minutes Network allows members a chance to network and connect to other businesses on their own time. This is aimed at members who are perhaps too busy to go to in-person networking events. Members sign up, receive a new connection each month, schedule a ten minute call, and network as desired. Nearly 50 members are currently a part of the 10 Minute Network group, and this new program continues to grow as members become aware of the benefits of it.

## Community Connection -1<sup>st</sup> Thursday of Each Month

Community Connection continues to help engage community and boost participation in a virtual setting, which in turn has helped boost overall attendance to this important community event. Information was



provided from the City of Arcadia's Tim Schwehr, the Arcadia Community Center, the Arcadia Public Library, Frank McDonough of the LA Arboretum, and Senator Anthony Portantino.



Legislative Reps regularly attend this meeting to provide up-to-date information on new legislature, laws and regulations, and happenings throughout our county and state.

Community Connection has been recorded and put out on social media in segments, for future viewing, so watchers can keep up with City happenings, updates from the Shops at Santa Anita and other local entities, plus news from our legislative reps.

## Learning Lab

Learning Labs are gaining popularity, and the Chamber hosted two events in the first months of 2023, with more in the works for the remainder of the year. In March, we hosted Kristal Haddad, of Jackson Lewis, on the topic of labor and employment laws and changes. The second



Learning Lab, held in early May, had three speakers on the topics of finances for your business. Speakers included Francine Chiu of Star Seven Financial Servers, talking about the collapse of SVB, Nicholas Lin of R&D Incentives Group, who spoke about the ERC tax credit, and Katy Guo of Dynasty Wealth, whose topic was keys to secure your retirement.

Additional Learning Labs are already scheduled, including an upcoming one with Mayor Paul Cheng.

## Arcadia Classic Golf Tournament

On May 11, 2023, the Arcadia Chamber held its first Golf Classic Tournament at the California Country Club in Whittier. Sponsorships poured in, and businesses were excited to be a part. The event featured a classic shotgun start, putting contest, longest drive contest, closest to the pin contest, and a hole-in-one contest that gave the chance to win a car from Longo Toyota. After the event, the Arcadia Chamber hosted a 19<sup>th</sup> Hole mixer. Each golfer also received a gift bag of items donated by



Chamber members. Some sponsors included RE/MAX Premier Properties, CA Flat Fee, Olympus Escrow, Star Seven Financial Services, Santa Anita Park, Foothill Credit Union, and Rose Hills.



The Golf Tournament made almost \$22,000 in profit for the Arcadia Chamber, making it our most profitable event to date. The Chamber hopes to continue this as an annual event for many years to come.

Foursomes included groups from the Chamber, City, Fire and Police Department, Santa Anita Park, and many more.

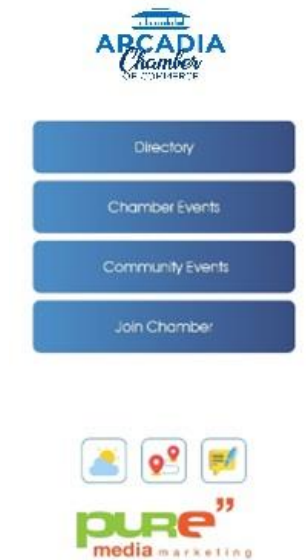


## Business Development

The Chamber continued its mission to assist businesses and help the community grow in the City of Arcadia. This includes Chamber staff and volunteers doing business walks throughout the city (at least 20 hours total per month), promoting the *Arcadia Stronger* program, participating in the Homeless Coalition, and talking with the Foothill Workforce Development Board on job fairs and other events.



The Chamber is also hard at work on details and info for the 2023 printed Directory and map, published by Town Square Publications. New for this year will be a local Restaurant Guide. Town Square rep Mike Mahoney, who has assisted the Chamber for many, many years, is contacting members for advertisements in the Directory, on the Map, and in the Restaurant Guide section.



### *Arcadia Chamber App*

The Arcadia Chamber's App provides convenient access to information, the Chamber member directory, and Chamber and community events on your mobile device. The App currently has 195 sign-ups, multiple purchased ads, and has been promoting both community and Chamber events regularly. Users of the app can purchase tickets to events, and community members are encouraged to send info to post their own events on the calendar. The push notification system assists the Chamber in sending reminders and other info to mobile devices.

*LinkedIn* (<https://www.linkedin.com/company/arcadia-ca-chamber-of-commerce/>)



To increase its presence on social media, the Chamber has developed a LinkedIn company page, offering members, prospective members, and the business community new avenues to engage and expand their networking with the Chamber. LinkedIn helps promote Chamber events, showcases videos, and provides helpful information to followers.

LinkedIn has 158 followers to date.

## *Speed Networking*



Speed Networking is held each month (with the exception of major holiday months) and continues to grow in popularity. Guests are divided into breakout rooms of 2 to 3 participants to promote themselves and their businesses, with a time limit, then breakout rooms switch quickly to another room with a new networking partner, so everyone receives a chance to interact and introduce their business. Speed Networking is now free to all, for both

members and prospective members, to encourage those who are not members to join the Chamber for fun, productive networking.



## *Virtual Job Fairs – Held Quarterly*



The Arcadia Chamber continues to host quarterly virtual Job Fairs to assist in finding people jobs in our local community. Members and non-members alike are encouraged to present job openings, and job seekers can attend, ask questions, and find out how to apply for positions. The Arcadia Public Library also shares job search resources, and Cresmer HR Consulting gives info on community outreach for job seekers.

Job Fairs are recorded and posted to social media for those who were unable to attend, with job and contact info posted on the Chamber’s job board.

## *Certificates of Origin*

Another source of revenue for the Chamber is Certificates of Origin. With the Chamber staff being able to return to the office, members are once again welcome to walk in for certificates of origin. Import/export businesses have been very busy during the last few months, so many members have been utilizing this service, sometimes on a weekly basis. There have been a few members who have joined the Arcadia Chamber specifically for certificates due to the closure of other Chambers.



## *Room Rentals*

Room Rentals are few during this time though requests continue to come in about costs and information on renting the Arcadia Chamber conference room.

## *ACE Awards & Board Installation*

The Arcadia Chamber installed its 102<sup>nd</sup> Board of Directors in January of 2023, with the event held at the Derby's new event space, The Woolf Club. We honored outgoing president Vicki Knight, incoming president, Francine Chiu, along with Citizen of the Year and other honorees. The theme was the Year of the Rabbit.



### 2023 Award Winners

Citizen of the Year - Sherry Wang from USC Arcadia Hospital Foundation

Business of the Year - Mt Lowe Brewing Co

Arcadia Strong Award - Arcadia Assistance League/Bargain Box

Chamber Service Award -Jonathan Rodriguez of CA Flat Fee

Ambassador of the Year - Jose Luis Correa - Hey Media

## Dine Arcadia

Dine Arcadia's two-week event was held April 15<sup>th</sup> through 30<sup>th</sup>

and was host to 9 total events. The Arcadia event featured in-person events and specials. Events included cocktails at Bella Sera and at Craft by Smoke and Fire, dinner at the Derby, coffee and breakfast at Goki Café, a Michoacana fest at Cabrera's in honor of owner and founder, Manny Cabrera, a tasting at newly Delicious Food Corner, a beer and karaoke party at Mt Lowe, brunch at Bella Sera, and the ever-popular ice cream tasting at Handel's in Pasadena, which sold out in just a couple days.



Guests purchased tickets and visited each venue to enjoy the flavors and various beverages the venue provided, all while learning a bit about the venue and items they tried. Dine Arcadia is officially a feature event for the Arcadia Chamber, to be held again in September.

In addition to events, the DineArcadia.com website promoted restaurant members with menus and specials. Dine Arcadia social media promoted "Karen's Dine Arcadia Road Trip" videos, 1- to 2- minute videos at each restaurant member's location, sharing specials and talking about their menus. Videos ran through Dine Arcadia's two-week events.



## Continuing Community Improvement

The Arcadia Chamber is looking forward to working with the Downtown Arcadia Improvement Association in upcoming events, such as the Halloween Haunt and Holiday Market. Chamber staff also attends meetings of the Homeless Task Force, and Chamber CEO Karen Mac Nair has spoken at other community meetings, such as the Arcadia Community Coordinating Council. Karen also attends meetings with the VACE group, with other local Chamber CEOs and Executives.

The Chamber's LED signs continue to provide information to drivers passing on Huntington Dr., advertising Chamber and City events, including the Arcadia Fire Department's Pancake Breakfast.



# Looking Ahead – 2023 and beyond - Upcoming Chamber Events and Announcements

The Arcadia Chamber has its regularly scheduled events set for the remainder of the 2023 calendar year, including Rise & Shine breakfasts, Networking at Noon events, Community Connection, and more. The Chamber hopes to return to continuing members for events, along with adding a few new venues to introduce members to different locations and food.

And as always, we are looking forward to a bright future full of business growth and new opportunities for the Chamber and its community of members.

## SAVE THE DATES

- June 1<sup>st</sup> – Le Meridien Mixer with LA Chinese Chamber of Commerce
- August – Multi Chamber Mega Mix – More info to come!
- September – Dine Arcadia returns and new print Directory release
- October – Downtown Arcadia Halloween Haunt
- November – Breeders’ Cup – stay tuned for fun stuff!
- December – Holiday Rise & Shine and Downtown Arcadia Holiday Market





# 为何加入 亚凯迪亚市商会 能帮助您的企业？

参与活动，拓展人脉及业务的机会

亚凯迪亚市商会比以往更强大。加入后，您将获得会员专享福利、拓展人脉及会员专享的广告机会，以及对您的企业或组织的大量曝光率。  
**加入亚凯迪亚市商会，享受不同的经商体验与福利！**




**加入我们的大家庭！**  
扫描此二维码加入或联系我们，  
以了解更多的会员福利！

626.447.2159      关注我们的社群帐号  
info@ArcadiaCaChamber.org      @ArcadiaChamber



您不仅仅是商会会员，  
我们更像是一个大家庭。



# WHY JOIN OUR CHAMBER?

**Engage. Connect. Grow.**

**Arcadia Chamber of Commerce is stronger than ever.** By joining, you get members-only perks, exclusive networking & advertising opportunities, and a whole lot of exposure for your business or organization. **Get on board and see the difference!**

## NETWORKING

It's not just who you know, it's who others know.  
Networking is powerful.

**COMMUNITY CONNECTION**  
Be in the know.

## REFERRALS

Lead generations from website directory, face to face, and Chamber staff.



**INCREASED PROFILE & VISIBILITY**  
Stand out and get noticed in the community.

## MARKETING OPPORTUNITIES

Social media posts & shares, e-mail blasts to 7k+, ribbon cuttings, online ads, event sponsorships.

## LEARNING

Small business resources, info to help you in business.

*More than a Membership.  
We are Family.*



**JOIN US!**

Scan to join or contact us to learn more about benefits of membership!

626.447.2159  
info@ArcadiaCaChamber.org

Follow Us  
@ArcadiaChamber



## STATS - July 2022 through May 2023

### Events

#### *Rise & Shine Networking Breakfast*

Number of Events	11
Average Monthly Attendance	50

#### *Mixers*

Previous Average Attendance	60
Highest Monthly Attendance	200
Number of Events	5

#### *Networking at Noon*

Average Attendance	20
Highest Monthly Attendance	25
Number of Events	8

#### *Chambering 101 - virtual*

Average Attendance	5
Number of Events	11

#### *Ribbon Cuttings*

Number of Events	6
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#### *Community Connection - virtual*

Average Attendance	25
Number of Events	12

#### *Boardroom Rentals*

One-Time Rentals	2
Total Revenue - July - April	\$ 600.00

#### *Dine Arcadia -*

Fall 2022 Dine Arcadia Profit	\$ 16,261.42
Fall 2022 Dine Arcadia Revenue	\$ 26,951.04
Fall 2022 Dine Arcadia Expenses	\$ 10,689.62
Spring 2023 Dine Arcadia Profit	\$ 5,678.94
Spring 2023 Dine Arcadia Revenue	\$ 17,249.00
Spring 2023 Dine Arcadia Expenses	\$ 11,570.06

#### *Golf Tournament*

Golf Tournament Profit	\$ 21,460.37
Golf Tournament Revenue	\$ 50,960.00
Golf Tournament Expenses	\$ 29,499.63
Golfer Foursomes - (28 count)	\$ 13,275.00

#### *Arcadia StrongER*

January - 11 count	3,080.00
February - 7 count	1,960.00
March - 9 count	2,520.00
April - 3 count	840.00

### Social Media

#### *Facebook*

Likes as of 12/28/2020	2,157
Likes as of 5/14/2021	2,187
Likes as of 5/31/22	2,277
Likes as of 12/31/22	2,508
Likes as of 5/24/23	2,975

#### *Instagram*

Followers as of 12/28/2020	1,550
Followers as of 5/14/2021	1,638
Followers as of 5/31/2022	1,885
Followers as of 12/31/22	2,104
Followers as of 5/24/23	2,231

#### *Twitter*

Followers as of 12/28/2020	1,263
Followers as of 5/14/2021	1,269
Followers as of 5/31/2022	1,282
Followers as of 12/31/2022	1,285
Followers as of 5/24/23	1,293

#### *Constant Contact*

Subscribers in Database as of 12/28/2020	6,811
Subscribers in Database as of 5/14/2021	7,421
Subscribers in Database as of 5/31/2022	6,286
Subscribers in Database as of 12/31/2022	6,654
Subscribers in Database as of 5/24/23	6390

#### *LinkedIn*

Followers as of 6/8/2020	34
Followers as of 5/14/2021	60
Followers as of 5/31/2022	118
Followers as of 12/31/2022	141
Followers as of 5/24/23	162

#### *Member Count as of April 2023*

Classic	330
Classic Monthly	21
Signature	5
Premium	2
Connector	2
Connector Monthly	1
Supporter	
Leader	1
Visionary	2
Total	364

#### *Retention Member Percentage*

As of April 2023	87.91%
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#### *New Members*

Joined from 07.01.22 through 04.30.23	
Classic	57
Classic - Monthly	7
Resident	1
Arcadia StrongER	30
Upgraded Foundation Level / Bundles	2
\$100 for 100 days	2
Total	99

## Arcadia Chamber of Commerce

## Balance Sheet

As of April 30, 2023

	TOTAL			
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
1-1000 Citizens Checking 9771	74,321.19	61,831.69	12,489.50	20.20 %
1-1010 Cash on Hand	1.77	1.77	0.00	0.00 %
1-1020 Reserves - FCU - 2900	100,334.06	89,017.60	11,316.46	12.71 %
1-1030 Taste Savings Account-CBB-0655	375.63	13,486.76	-13,111.13	-97.21 %
<b>Total Bank Accounts</b>	<b>\$175,032.65</b>	<b>\$164,337.82</b>	<b>\$10,694.83</b>	<b>6.51 %</b>
Accounts Receivable				
1-1200 Accounts Receivable	500.00	65,994.00	-65,494.00	-99.24 %
<b>Total Accounts Receivable</b>	<b>\$500.00</b>	<b>\$65,994.00</b>	<b>\$ -65,494.00</b>	<b>-99.24 %</b>
Other Current Assets				
1-1350 Atlas Receivables				
Classic - Annual	35,188.00		35,188.00	
Classic - Monthly	110.00	44.00	66.00	150.00 %
Classic - New	280.00		280.00	
Connect & Prosper	95.00	30.00	65.00	216.67 %
Dine Arcadia	1,370.00		1,370.00	
Email Blast	75.00		75.00	
Golf Tournament	625.00		625.00	
Installation Dinner	1,100.00		1,100.00	
Mix	15.00		15.00	
Networking at Noon	20.00	25.00	-5.00	-20.00 %
Rise & Shine	7,335.00	100.00	7,235.00	7,235.00 %
Taste	70.00	0.00	70.00	
<b>Total 1-1350 Atlas Receivables</b>	<b>46,283.00</b>	<b>199.00</b>	<b>46,084.00</b>	<b>23,157.79 %</b>
1-1400 Prepaid Expenses	13,337.91	12,441.42	896.49	7.21 %
1-1420 Prepaid TofA Expenses	0.00	125.00	-125.00	-100.00 %
1-1440 Golf Tournament Expenses	3,083.41		3,083.41	
<b>Total 1-1400 Prepaid Expenses</b>	<b>16,421.32</b>	<b>12,566.42</b>	<b>3,854.90</b>	<b>30.68 %</b>
<b>Total Other Current Assets</b>	<b>\$62,704.32</b>	<b>\$12,765.42</b>	<b>\$49,938.90</b>	<b>391.20 %</b>
<b>Total Current Assets</b>	<b>\$238,236.97</b>	<b>\$243,097.24</b>	<b>\$ -4,860.27</b>	<b>-2.00 %</b>
Fixed Assets				
1-1910 Furniture & Fixtures	4,964.00	4,964.00	0.00	0.00 %
1-1920 Equipment	6,638.00	6,638.00	0.00	0.00 %
1-1930 Computer	5,165.00	5,165.00	0.00	0.00 %
1-1940 Accumulated Deprec.	-16,767.00	-16,767.00	0.00	0.00 %
<b>Total Fixed Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TOTAL ASSETS</b>	<b>\$238,236.97</b>	<b>\$243,097.24</b>	<b>\$ -4,860.27</b>	<b>-2.00 %</b>

# Arcadia Chamber of Commerce

## Balance Sheet

As of April 30, 2023

	TOTAL			
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)	CHANGE	% CHANGE
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2-2000 Accounts Payable	-544.07	-598.37	54.30	9.07 %
<b>Total Accounts Payable</b>	<b>\$ -544.07</b>	<b>\$ -598.37</b>	<b>\$54.30</b>	<b>9.07 %</b>
Other Current Liabilities				
2-2100 Prepaid Revenue	15,712.00	15,791.34	-79.34	-0.50 %
2-2110 Prepaid TofA Revenue	1,170.44	725.44	445.00	61.34 %
2-2115 Prepaid Dine Arcadia Revenue	1,115.00		1,115.00	
2-2120 Prepaid Installation Revenue	318.76	412.92	-94.16	-22.80 %
2-2125 Prepaid Golf Tournament Revenue	40,960.00		40,960.00	
2-2160 Prepaid All Access Pass Income	25.00	25.00	0.00	0.00 %
2-2170 Prepaid Boardroom Rental	0.00	200.00	-200.00	-100.00 %
2-2180 Prepaid Rise & Shine Revenue	8,530.00	6,370.00	2,160.00	33.91 %
2-2190 Prepaid Member Dues Revenue	7,251.13	34,040.65	-26,789.52	-78.70 %
<b>Total 2-2100 Prepaid Revenue</b>	<b>75,082.33</b>	<b>57,565.35</b>	<b>17,516.98</b>	<b>30.43 %</b>
2-2400 Retirement Fund Payable	0.00	2,800.00	-2,800.00	-100.00 %
2-2500 Arcadia Strong Grant Funds	325.45	173.44	152.01	87.64 %
2-2550 Arcadia StrongER Program Funds	16,880.00		16,880.00	
2-2600 Access Pass Liability	5,202.85	5,202.85	0.00	0.00 %
Payroll Liabilities	3,450.00		3,450.00	
<b>Total Other Current Liabilities</b>	<b>\$100,940.63</b>	<b>\$65,741.64</b>	<b>\$35,198.99</b>	<b>53.54 %</b>
<b>Total Current Liabilities</b>	<b>\$100,396.56</b>	<b>\$65,143.27</b>	<b>\$35,253.29</b>	<b>54.12 %</b>
Long-Term Liabilities				
2-2700 SBA Loan	24,139.00	25,000.00	-861.00	-3.44 %
<b>Total Long-Term Liabilities</b>	<b>\$24,139.00</b>	<b>\$25,000.00</b>	<b>\$ -861.00</b>	<b>-3.44 %</b>
<b>Total Liabilities</b>	<b>\$124,535.56</b>	<b>\$90,143.27</b>	<b>\$34,392.29</b>	<b>38.15 %</b>
Equity				
3-3110 Retained Earnings	143,092.02	88,465.91	54,626.11	61.75 %
Net Income	-29,390.61	64,488.06	-93,878.67	-145.58 %
<b>Total Equity</b>	<b>\$113,701.41</b>	<b>\$152,953.97</b>	<b>\$ -39,252.56</b>	<b>-25.66 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$238,236.97</b>	<b>\$243,097.24</b>	<b>\$ -4,860.27</b>	<b>-2.00 %</b>

# Arcadia Chamber of Commerce

## Budget vs. Actuals: 22-23 Forecast - FY23 P&L Classes

April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4-1000 Member Dues				
4-1100 Renewing Members				
4-1110 Classic Membership	6,800.00	7,530.00	-730.00	90.31 %
4-1115 Classic Monthly	482.67	548.67	-66.00	87.97 %
4-1120 Signature Membership	88.34	50.84	37.50	173.76 %
4-1130 Premium Membership	32.50	77.08	-44.58	42.16 %
4-1140 Connector Membership	145.00	70.00	75.00	207.14 %
4-1145 Connector Monthly	61.66	61.66	0.00	100.00 %
4-1160 Leader Membership	313.00	218.02	94.98	143.56 %
4-1170 Visionary Membership	1,743.33	1,743.34	-0.01	100.00 %
4-1180 Resident Members	405.00	405.00	0.00	100.00 %
<b>Total 4-1100 Renewing Members</b>	<b>10,071.50</b>	<b>10,704.61</b>	<b>-633.11</b>	<b>94.09 %</b>
4-1300 New Members				
4-1310 Classic Member @ \$280	2,324.00	5,040.00	-2,716.00	46.11 %
4-1313 Arcadia StrongER Grant Recipients	280.00		280.00	
<b>Total 4-1300 New Members</b>	<b>2,604.00</b>	<b>5,040.00</b>	<b>-2,436.00</b>	<b>51.67 %</b>
<b>Total 4-1000 Member Dues</b>	<b>12,675.50</b>	<b>15,744.61</b>	<b>-3,069.11</b>	<b>80.51 %</b>
4-3000 Events				
4-3100 Monthly Events				
4-3110 Rise & Shine				
4-3111 Rise & Shine Tickets	1,320.00	1,400.00	-80.00	94.29 %
4-3112 Upgraded Membership Portion	450.00	200.00	250.00	225.00 %
4-3113 All Access Pass Portion	12.50	12.50	0.00	100.00 %
4-3114 Rise & Shine Sponsor	950.00	650.00	300.00	146.15 %
<b>Total 4-3110 Rise &amp; Shine</b>	<b>2,732.50</b>	<b>2,262.50</b>	<b>470.00</b>	<b>120.77 %</b>
4-3120 Networking at Noon				
4-3121 Tickets	100.00	300.00	-200.00	33.33 %
<b>Total 4-3120 Networking at Noon</b>	<b>100.00</b>	<b>300.00</b>	<b>-200.00</b>	<b>33.33 %</b>
4-3170 Connect & Prosper				
4-3171 Connect & Prosper Tickets	-30.00	450.00	-480.00	-6.67 %
4-3172 Connect & Prosper Sponsorship	583.33	583.33	0.00	100.00 %
<b>Total 4-3170 Connect &amp; Prosper</b>	<b>553.33</b>	<b>1,033.33</b>	<b>-480.00</b>	<b>53.55 %</b>
<b>Total 4-3100 Monthly Events</b>	<b>3,385.83</b>	<b>3,595.83</b>	<b>-210.00</b>	<b>94.16 %</b>
4-3200 Annual Events				
4-3500 Dine Arcadia Event				
4-3510 Dine Arcadia Ticket Income	9,144.00	8,979.00	165.00	101.84 %
4-3520 Dine Arcadia Sponsorships	6,750.00	10,900.00	-4,150.00	61.93 %
<b>Total 4-3500 Dine Arcadia Event</b>	<b>15,894.00</b>	<b>19,879.00</b>	<b>-3,985.00</b>	<b>79.95 %</b>
<b>Total 4-3200 Annual Events</b>	<b>15,894.00</b>	<b>19,879.00</b>	<b>-3,985.00</b>	<b>79.95 %</b>
<b>Total 4-3000 Events</b>	<b>19,279.83</b>	<b>23,474.83</b>	<b>-4,195.00</b>	<b>82.13 %</b>

# Arcadia Chamber of Commerce

## Budget vs. Actuals: 22-23 Forecast - FY23 P&L Classes

April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4-4000 City Payments	7,339.34	7,339.33	0.01	100.00 %
4-5000 Other Income				
4-5030 Certificate of Origin		50.00	-50.00	
4-5060 App Advertising Income	49.50	49.50	0.00	100.00 %
4-5080 Other Income	1.99		1.99	
4-5090 Email Blast Revenue	-75.00	0.00	-75.00	
<b>Total 4-5000 Other Income</b>	<b>-23.51</b>	<b>99.50</b>	<b>-123.01</b>	<b>-23.63 %</b>
<b>Total Income</b>	<b>\$39,271.16</b>	<b>\$46,658.27</b>	<b>\$ -7,387.11</b>	<b>84.17 %</b>
Cost of Goods Sold				
5-0000 Other Costs of Services - COS				
5-1000 Costs of Member Dues				
5-1100 Renewing Member				
5-1110 Bank Charge Costs	671.05	600.00	71.05	111.84 %
<b>Total 5-1100 Renewing Member</b>	<b>671.05</b>	<b>600.00</b>	<b>71.05</b>	<b>111.84 %</b>
<b>Total 5-1000 Costs of Member Dues</b>	<b>671.05</b>	<b>600.00</b>	<b>71.05</b>	<b>111.84 %</b>
5-3000 Costs of Events				
5-3100 Monthly Events				
5-3110 Rise & Shine				
5-3114 Location Costs	500.00	1,250.00	-750.00	40.00 %
5-3115 Entertainment Costs	150.00	150.00	0.00	100.00 %
<b>Total 5-3110 Rise &amp; Shine</b>	<b>650.00</b>	<b>1,400.00</b>	<b>-750.00</b>	<b>46.43 %</b>
5-3120 Networking at Noon				
5-3122 Location Costs	-232.37	315.00	-547.37	-73.77 %
<b>Total 5-3120 Networking at Noon</b>	<b>-232.37</b>	<b>315.00</b>	<b>-547.37</b>	<b>-73.77 %</b>
5-3170 Connect & Prosper				
5-3171 CP Location Costs		510.00	-510.00	
5-3172 CP Food Costs	117.57		117.57	
<b>Total 5-3170 Connect &amp; Prosper</b>	<b>117.57</b>	<b>510.00</b>	<b>-392.43</b>	<b>23.05 %</b>
<b>Total 5-3100 Monthly Events</b>	<b>535.20</b>	<b>2,225.00</b>	<b>-1,689.80</b>	<b>24.05 %</b>
5-3200 Annual Events				
5-3500 Dine Arcadia Event				
5-3525 Dine Arcadia Supplies		205.52	-205.52	
5-3530 Dine Arcadia Decorations Costs		157.46	-157.46	
5-3540 Dine Arcadia Bags		750.49	-750.49	
5-3550 Dine Arcadia Website		352.75	-352.75	
5-3560 Dine Arcadia Printing	689.06	958.55	-269.49	71.89 %
5-3570 Dine Arcadia Accounting	168.00	688.00	-520.00	24.42 %
5-5375 Dine Arcadia Location Costs	8,876.00	5,591.56	3,284.44	158.74 %
<b>Total 5-3500 Dine Arcadia Event</b>	<b>9,733.06</b>	<b>8,704.33</b>	<b>1,028.73</b>	<b>111.82 %</b>
<b>Total 5-3200 Annual Events</b>	<b>9,733.06</b>	<b>8,704.33</b>	<b>1,028.73</b>	<b>111.82 %</b>
<b>Total 5-3000 Costs of Events</b>	<b>10,268.26</b>	<b>10,929.33</b>	<b>-661.07</b>	<b>93.95 %</b>

# Arcadia Chamber of Commerce

## Budget vs. Actuals: 22-23 Forecast - FY23 P&L Classes

April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5-0000 Other Costs of Services - COS</b>	<b>10,939.31</b>	<b>11,529.33</b>	<b>-590.02</b>	<b>94.88 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$10,939.31</b>	<b>\$11,529.33</b>	<b>\$ -590.02</b>	<b>94.88 %</b>
GROSS PROFIT	<b>\$28,331.85</b>	<b>\$35,128.94</b>	<b>\$ -6,797.09</b>	<b>80.65 %</b>
Expenses				
6-0000 Expenses				
6-1000 Labor Expenses.				
6-1100 Gross Wages - Operations	6,946.26	6,080.00	866.26	114.25 %
6-1120 Gross Wages - Officers	6,400.00	6,400.00	0.00	100.00 %
6-1300 ER Payroll Tax Expense - Operations	455.52	465.12	-9.60	97.94 %
6-1315 ER Payroll Tax Expense - Officers	189.05	489.60	-300.55	38.61 %
6-1500 Payroll Processing Fee	483.56	900.00	-416.44	53.73 %
6-1600 Health Insurance	1,000.00	1,000.00	0.00	100.00 %
6-1610 Cell Phone Reimbursement	34.50	57.00	-22.50	60.53 %
6-1620 Internet Reimbursement	25.50	49.20	-23.70	51.83 %
6-1630 Mileage Reimbursement	71.96		71.96	
6-1700 Workers Comp Insurance	99.50	99.50	0.00	100.00 %
<b>Total 6-1000 Labor Expenses.</b>	<b>15,705.85</b>	<b>15,540.42</b>	<b>165.43</b>	<b>101.06 %</b>
6-2000 Independent Contractors				
6-2100 Accounting Expense	2,856.00	2,752.00	104.00	103.78 %
6-2500 Website Maintenance Expense	85.00	85.00	0.00	100.00 %
6-2600 IT Maintenance Expense	200.00	0.00	200.00	
<b>Total 6-2000 Independent Contractors</b>	<b>3,141.00</b>	<b>2,837.00</b>	<b>304.00</b>	<b>110.72 %</b>
6-3000 Overhead Expenses				
6-3100 Rent Expense		440.00	-440.00	
6-3200 Utilities Expense	610.35	675.98	-65.63	90.29 %
6-3300 Repairs and Maintenance Expense	125.00	500.00	-375.00	25.00 %
6-3400 Property Taxes Expense	-497.50	227.26	-724.76	-218.91 %
6-3500 Janitorial Expense		450.00	-450.00	
6-3600 Insurance Expense	30.00	6.00	24.00	500.00 %
6-3610 Umbrella Policy	295.00	295.00	0.00	100.00 %
6-3620 Director & Officers	110.42	110.42	0.00	100.00 %
<b>Total 6-3600 Insurance Expense</b>	<b>435.42</b>	<b>411.42</b>	<b>24.00</b>	<b>105.83 %</b>
<b>Total 6-3000 Overhead Expenses</b>	<b>673.27</b>	<b>2,704.66</b>	<b>-2,031.39</b>	<b>24.89 %</b>
6-4000 Operational Expenses				
6-4100 Bad Debts Expense	30.00		30.00	
6-4101 Business	1,550.00	1,240.00	310.00	125.00 %
6-4105 Visionary Fund	56.00	150.00	-94.00	37.33 %
<b>Total 6-4100 Bad Debts Expense</b>	<b>1,636.00</b>	<b>1,390.00</b>	<b>246.00</b>	<b>117.70 %</b>
6-4120 Telephone / Internet / Email Expense	349.15	329.74	19.41	105.89 %
6-4130 Postage Expense	126.00	30.00	96.00	420.00 %
6-4140 Printing Expense	198.45	0.00	198.45	

# Arcadia Chamber of Commerce

## Budget vs. Actuals: 22-23 Forecast - FY23 P&L Classes

April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-4150 Equipment Rental Expense	785.57	541.02	244.55	145.20 %
6-4160 Equipment Purchase Expense	903.57	850.96	52.61	106.18 %
6-4180 Dues and Subscriptions Expense	52.36	51.00	1.36	102.67 %
6-4190 Office Supplies Expense	58.44	200.00	-141.56	29.22 %
6-4200 Computer Software Expense	1,119.32	865.00	254.32	129.40 %
6-4205 Computer Hardware Expense	225.00	500.00	-275.00	45.00 %
6-4210 Meals and Entertainment Expense	45.28	0.00	45.28	
6-4220 Community Event Expense		50.00	-50.00	
6-4240 Advertising / Website Expenses	165.42	154.99	10.43	106.73 %
6-4245 Facebook / Instagram Boosts		60.00	-60.00	
6-4270 Miscellaneous Expense		50.00	-50.00	
<b>Total 6-4000 Operational Expenses</b>	<b>5,664.56</b>	<b>5,072.71</b>	<b>591.85</b>	<b>111.67 %</b>
<b>Total 6-0000 Expenses</b>	<b>25,184.68</b>	<b>26,154.79</b>	<b>-970.11</b>	<b>96.29 %</b>
<b>Total Expenses</b>	<b>\$25,184.68</b>	<b>\$26,154.79</b>	<b>\$ -970.11</b>	<b>96.29 %</b>
NET OPERATING INCOME	<b>\$3,147.17</b>	<b>\$8,974.15</b>	<b>\$ -5,826.98</b>	<b>35.07 %</b>
Other Income				
7-1000 Visionary Fund Income.	835.00	862.00	-27.00	96.87 %
<b>Total Other Income</b>	<b>\$835.00</b>	<b>\$862.00</b>	<b>\$ -27.00</b>	<b>96.87 %</b>
NET OTHER INCOME	<b>\$835.00</b>	<b>\$862.00</b>	<b>\$ -27.00</b>	<b>96.87 %</b>
NET INCOME	<b>\$3,982.17</b>	<b>\$9,836.15</b>	<b>\$ -5,853.98</b>	<b>40.49 %</b>

**AGREEMENT FOR SERVICES BY AND BETWEEN THE  
CITY OF ARCADIA AND ARCADIA CHAMBER OF COMMERCE  
FOR FISCAL YEAR 2023-24**

This Agreement for Services ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2023 by and between the Arcadia Chamber of Commerce ("Chamber"), a not-for-profit organization, and the City of Arcadia ("City"), a municipal corporation and charter city.

RECITALS

- A. The City and the Chamber have long cooperated concerning issues and projects of mutual interest to the Arcadia civic and business community.
- B. The Chamber has in the past provided, and desires and intends to provide in the City's fiscal year ("fiscal year") 2023-2024, various services to the City, as described hereinafter.
- C. For many years, the City has, pursuant to a certain lease entered into by the City and the Chamber (the "Lease"), provided to the Chamber at a below market lease rate the full use of a certain City-owned building at 388 West Huntington Drive, Arcadia ("Leased Premises"), in support and recognition of the Chamber's ongoing services to the City, and the Lease extends through November 31, 2026.
- D. The City desires and intends to make payment to the Chamber in the amount of \$94,589 for certain business and economic development, marketing, civic promotion, and similar services to be provided by the Chamber to the City during Fiscal Year 2023-2024, as set forth in Exhibit "A" attached hereto (the "Services").
- E. The Chamber desires and intends to provide the Services to the City in consideration for the City's payments and appropriation of funds as described herein.

## AGREEMENT

Now, therefore, the City and the Chamber do hereby agree that the foregoing Recitals are true and correct and are incorporated into this Agreement, and made a part thereof as if fully set forth herein, and further agree as follows:

### A. Responsibilities of the Chamber

1. The Chamber is and shall serve as an independent organization entirely separate from the City, and shall operate under its own bylaws as a membership organization serving the interests of business in the greater Arcadia area. For purposes of this Agreement, the Chamber is and in all respects shall be deemed to be an independent contractor.
2. The Chamber shall provide to the City during Fiscal Year 2023-2024 the Services set forth in Exhibit "A" attached hereto and incorporated herein by reference.
3. The Chamber shall submit to the City a written progress report in December of 2023, and again in May of 2024 describing in reasonable detail the Chamber's performance and provision of the Services under this Agreement for the period July 1, 2023 through the date of said reports.

### B. Responsibilities of the City

1. In consideration of the provision of the Services by the Chamber to the City during Fiscal Year 2023-2024, the City shall make (1) payment to the Chamber of the sum of ninety-four thousand five hundred eighty-nine (\$94,589), payable in equal quarterly installments, the first of which is due on or before July 1, 2023 (the "Payment for Services") and each subsequent payment due on or before the first date of the quarterly month.

### C. Review and Inspection of Chamber Records

1. On or before September 30, 2023, the Chamber shall provide to the City a complete and accurate financial statement of the Chamber for Fiscal Year 2022-2023 (i.e., ending June 30, 2023).
2. The City and its representatives shall have the right to review and/or audit the records of the Chamber to verify that the Chamber is providing the Services and making reasonable and appropriate expenditures from the Payment for Services in furtherance of providing the Services. For this purpose, the Chamber shall make available to the City and its representatives all records of the Chamber to allow the accomplishment of review and audit during normal business hours of the City, upon reasonable demand by the City.

D. Amendment

1. This Agreement may be amended by mutual written consent of the parties.

E. Termination

1. This Agreement shall be deemed to commence on July 1, 2023 and shall extend through June 30, 2024 (the "Term"). This Agreement may be terminated earlier by either party giving the other party written notice of termination; provided that such notice of termination shall be given at least 180 days prior to the effective date of termination and shall be transmitted by email, facsimile, U.S. mail, or personal delivery to the person or persons occupying the indicated position(s) of the other party signing this Agreement. The rights, duties, and responsibilities of the City and the Chamber shall continue for the period between the Notice of Termination and the effective date of termination. Any portion of the Payment for Services due and owing to the Chamber following such notice of termination shall be prorated to cover only the period up to the effective date of termination, and any portion of the Payment for Services already made to the Chamber for the remainder of the period following the effective date of termination shall be prorated and promptly refunded to the City by the Chamber to cover the period following the effective date of termination. Notwithstanding any provision of this Agreement to the contrary, Section C of this Agreement entitled, "Review and Inspection of Chamber Records" shall survive the Term and any termination of this Agreement.

F. California Law

1. This Agreement shall be governed by the laws of the State of California.

[SIGNATURES ON NEXT PAGE]

In witness whereof, the Parties have executed this Agreement as of the date first set forth herein above.

CHAMBER:

CITY OF ARCADIA:

\_\_\_\_\_  
President  
Arcadia Chamber of Commerce

\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

\_\_\_\_\_  
Chief Executive Officer  
Arcadia Chamber of Commerce

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

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

DRAFT

## EXHIBIT "A"

### SERVICES PROVIDED BY ARCADIA THE CHAMBER OF COMMERCE TO THE CITY OF ARCADIA

Fiscal Year 2023-2024

The Chamber shall provide the following services to the City:

#### I. Public Relations

- A. Maintain regular office hours with qualified personnel.
- B. Provide accurate and timely information and market the City and business areas to hundreds of residents and business people who walk-in, phone, write, or e-mail the Chamber each month.
- C. Prepare and maintain the monthly community calendar of civic group events.
- D. Provide information on Arcadia to realtors and commercial brokers to assist with business recruitment, business retention, and new commercial development.
- E. Prepare and make available a civic directory which lists all civic, cultural, social, educational, and business groups, addresses, meeting dates, etc.
- F. Through the Board and Committee structure (e.g., Ambassador Meetings, Chamber Board Meetings), and Chamber functions (e.g., Business Mixers, Networking Breakfasts, Community Connection Meetings, Citizen of the Year, State of the City), and other various legislative gatherings and forums, bring civic leaders and City/Agency staff together with business people and citizens every month.
- G. Maintain social media network to promote Chamber, City, and business activities and news, including Chamber web site with calendar, Facebook, Twitter, and any new effective technologies.

#### II. Business Development

- A. Organize and host business expos and virtual job fairs to market Chamber business member products and services to each other and to the community. The City will be provided free and prominent space at these events.
- B. Prepare and print (approximately every other year) a Business Directory and City Map that includes economic and civic information on Arcadia. Provide and distribute copies of the Directory and Map to the City,

Chamber Members, businesses and residents, local community and civic organizations, and hotels.

- C. Conduct special community and business forums, e.g., Trash/Recycling pick-up events, or assist City to inform the community of meetings, e.g., community workshops on large development projects, proposed city measures, initiatives and propositions, transportation concerns, etc.
- D. Organize and host multiple Dine Arcadia Restaurant Week events throughout the year one of which may include a modified version of the Taste of Arcadia, which was previously held in September of each year at the LA County Arboretum but has been on hold since the onset of the COVID-19 pandemic.
- E. Assist the City during emergencies, by providing a liaison at Emergency Operations Center; coordinate with the City EOC & Red Cross and Emergency Centers throughout the City in the event of earthquake or disaster; working with Chamber Emergency Business Preparedness plan for emergencies.
- F. Provide ambassadors to existing and new businesses throughout the year to monitor concerns, assist in resolving problems with the Chamber or the City, meet other Arcadia businesses (e.g., monthly networking / orientation / breakfasts).
- G. Work actively on business recruitment, expansion and retention efforts throughout the City.
- H. Organize and publicize seminars and training sessions for merchants and business members under SBA, SCORE, SGVEP, Foothill Workforce Investment Board, Women at Work, and other governmental and educational programs.
- I. Continue to work with Downtown Arcadia Improvement Association on the downtown community benefits district, district marketing efforts, and events.
- J. As needed or requested by the City, conduct membership survey on general business topics, e.g., parking, ride-share, recycling, signage, etc. to inform the City of business concerns
- K. Work with other business areas on Live Oak Avenue, Duarte Road, Baldwin Avenue, Foothill Boulevard, Peck Road/Lower Azusa, and other sectors to initiate regular events and marketing.
- L. Continue to develop new media marketing opportunities for business members through the Chamber.

III. Government/Legislative

- A. Through the monthly Community Connection meetings, provide business information to Chamber members and serve as a forum for City, County, State and Federal interrelationships and dialogue.
- B. Review and recommend proposed business legislation and concerns to City.
- C. Organize and hold the annual “State of the City” event each year.

DRAFT



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: John Corona, Utilities Superintendent

**SUBJECT:** CONTRACT WITH GENERAL PUMP COMPANY, INC. TO PROVIDE UNSCHEDULED MAINTENANCE AND EMERGENCY REPAIR OF CITY WELLS AND PUMPS IN THE AMOUNT OF \$117,250  
**CEQA: Exempt**  
**Recommendation: Approve**

## **SUMMARY**

The Public Works Services Department (“PWSD”) is responsible for the daily operation and maintenance of the City’s water system. In certain instances, work goes beyond the staff’s capability to repair or perform specialized maintenance services on wells and booster pumps. To eliminate the need of soliciting bids each time work is needed, the PWSD conducted a formal bid for unscheduled maintenance and emergency repair of City wells and pumps. Although six companies were solicited for this work, only one bid from General Pump Company, Inc., the City’s current service provider, was received.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute a contract with General Pump Company, Inc. to provide unscheduled maintenance and emergency repair of City wells and pumps in the amount of \$117,250 annually, with the option of three one-year extensions.

## **DISCUSSION**

The City of Arcadia’s water system annually delivers approximately 14,500 acre-feet of potable drinking water through approximately 14,000 water service connections. The water supply for the system is obtained from 11 active groundwater wells. The water system also utilizes 32 booster pumps that pump water through the distribution system and 16 reservoirs that hold about 45 million gallons of water. The PWSD is responsible for the daily operation and maintenance of the City’s wells and booster pumps. However, in certain instances work goes beyond staff’s capability to repair or perform specialized maintenance services. To eliminate the need to solicit bids each time a well or booster

pump fails or is malfunctioning, the PWSD conducted a formal bid for unscheduled maintenance and emergency repair of City wells and pumps.

A specific list of work covering potential repair work scenarios was listed in the bid specifications to ensure that repair costs are covered for any repair. A Notice Inviting Bids was published in accordance with City Council Resolution No.7483, and bid packages were provided to contractors that perform this type of work. On May 16, 2023, the City Clerk received one bid with the following results:

<b>FIRM</b>	<b>LOCATION</b>	<b>BID AMOUNT</b>
General Pump Company, Inc.	San Dimas, CA	\$117,250

Although bid invitations were sent to various contractors that provide this type of work, only one bid was received. Well and pump maintenance services is considered a niche industry; as such, there are not many companies in Southern California that provide these services. In addition, due to the on-call nature of the work, the PWSD utilizes a Location Adjustment Factor in the bid schedule, with the multiplier factor favoring companies located within close proximity to the PWSD. General Pump Company, Inc. is located 13.9 miles from the PWSD, enabling them to respond quickly in the event of emergency and reduce the overall equipment and labor rate charged to the City.

General Pump Company, Inc. is the City's current service provider. They have always provided excellent service to the City of Arcadia. It is recommended that the City Council award a contract to General Pump Company, Inc. for the unscheduled repair and maintenance of City wells and pumps.

### **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt per Section 15301(c) of the California Environmental Quality Act ("CEQA"), as it consists of repair and maintenance of an existing municipal water well, involving negligible or no expansion of existing use.

### **FISCAL IMPACT**

Sufficient funds have been budgeted in the Fiscal Year 2023-24 operating budget for well and pump preventative maintenance services. All work is performed on a time and materials basis and the contractor is only paid for work performed.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is considered categorically exempt per Section 15301(c) of the California Environmental Quality Act

Contract for Unscheduled Maintenance & Repair of City Wells

June 6, 2023

Page 3 of 3

("CEQA"); and approve, authorize, and direct the City Manager to execute a contract with General Pump Company, Inc. to provide unscheduled maintenance and emergency repair of City wells and pumps in the amount of \$117,250, with the option of three one-year extensions.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Proposed Contract with General Pump Company, Inc.

**CITY OF ARCADIA**

**WELL & BOOSTER PREVENTATIVE MAINTENANCE  
AND SERVICES CONTRACT**

**CONTRACT**

**BETWEEN  
CITY OF ARCADIA  
AND  
GENERAL PUMP COMPANY, INC.**

**CONTRACT FOR THE  
CITY OF ARCADIA**

This CONTRACT, No. \_\_\_\_\_ is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between City of Arcadia, sometimes hereinafter called "City," and General Pump Company, Inc., sometimes hereinafter called "Contractor."

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

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

**Well & Booster Preventative Maintenance and Services Contract**

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

**B. TIME FOR COMPLETION.** Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **14** calendar days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

**C. CONTRACT PRICE.** The City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **ONE HUNDRED SEVENTEEN THOUSAND, TWO HUNDRED FIFTY DOLLARS AND NO CENTS (\$117,250.00)**. Payment shall be made as set forth in the General Conditions.

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

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

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

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

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

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

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

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

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

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

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

**CITY OF ARCADIA**

**GENERAL PUMP COMPANY, INC.**

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

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

*Attest:*

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

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

*Approved as to Form:*

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



# STAFF REPORT

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Fire Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Chen Suen, Fire Chief  
By: Richard Oishi, Acting Deputy Fire Chief

**SUBJECT:** CONTRACT WITH UCLA MEDICAL CENTER FOR PREHOSPITAL CARE FOR PARAMEDIC AND EMERGENCY MEDICAL CONTINUING EDUCATION (“CE”), QUALITY IMPROVEMENT (“QI”) SERVICES, AND A NURSE EDUCATOR IN THE AMOUNT OF \$34,800  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The County of Los Angeles and the State of California Health and the Emergency Medical Services (“EMS”) Authority require that paramedic and EMS agencies continue to fulfill EMT-Basic and EMT-Paramedic continuing education (“CE”) and recertification requirements for its EMS personnel and to provide quality improvement services (“QI”) to maintain or enhance the quality of patient care. Essential to the success of a quality EMT-Paramedic CE program is a dedicated Nurse Educator. The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care (“UCLA”), provides both of these essential services.

It is recommended that the City Council approve a contract with UCLA Medical Center for prehospital care to provide paramedic and emergency medical continuing education (“CE”), quality improvement (“QI”) services, and a dedicated Nurse Educator for the Fire Department in the amount of \$34,800 for Fiscal Year 2023-24. This agreement also allows priority enrollment for the Fire Department personnel to the UCLA Daniel Freeman Paramedic Program. The contract will be for a three-year term with an option to renew for an additional two one-year contract extensions thereafter (see Attachment).

## **BACKGROUND**

Founded in 1988, the UCLA Center for Prehospital Care (“CPC”) designs, develops and offers primary medical education, continuing education, and quality improvement programs to meet the needs of the prehospital community and conducts research to

advance the emergency medical services system. For over 30 years, UCLA's CPC has delivered customized, state-of-the-art education to firefighters, emergency medical technicians ("EMTs"), paramedics, law enforcement, registered nurses, medical students, medical residents, and physicians.

Locally, since 2001, the UCLA Medical Center for Prehospital Care has provided personalized, onsite continuing education and quality improvement services for the Arcadia Fire Department through a dedicated university-backed nurse educator. Since 2017, the Fire Department has had the benefit of working with the same dedicated UCLA Nurse Educator, which has provided consistency and a full and complete understanding of the work involved in supporting the Department's medical services program. Some of the key responsibilities that this role supports include the following: conducting ride-along education for the paramedic staff; delivering quality, improvement-based continuing education; reviewing critical incidents and providing immediate feedback; and assisting in the annual Los Angeles County Department of Health Services onsite Emergency Medical Services audit.

Because of their ability to provide a unique and unmatched prehospital EMS educational service, the UCLA Center for Prehospital Care has been instrumental in placing the Arcadia Fire Department in the forefront within the Los Angeles County for delivering the highest quality of prehospital care to its community. Their services have also brought recognition to the Fire Department within the Emergency Medical Services field for the quality improvement and high level of documentation, enabling the Arcadia Fire Department to be considered a model for other EMS agencies within the Los Angeles County.

## **DISCUSSION**

For several years, the Fire Department has been receiving excellent state mandated prehospital care training through UCLA's continuing education, quality improvement, and Nurse Educator services. The Fire Department's current Nurse Educator has already developed an efficient system to review its patient care reports; provides direct field observation; assists in fact-finding for specific incidents; attends the Los Angeles County EMS Agency Quality Improvement Committee meetings to gather information regarding updates and changes to policies and/or procedures; and understands the unique urgent medical needs of this community. Through UCLA, the Department's current Nurse Educator would continue to conduct onsite continuing education in prehospital and emergency medicine to maintain certification and licensees of the Department's fifty-five (55) EMT-Basic and EMT-Paramedic personnel. Additionally, the Nurse Educator would continue to provide quality improvement to maintain or enhance the quality of patient care.

Since 2001, the UCLA Medical Center for Prehospital Care has provided superior performance and excellent onsite education to the Arcadia Fire Department. The work assigned to UCLA has been performed in a timely, reliable, and efficient manner. UCLA is the only provider who conducts in-house continuing education in prehospital and emergency medicine to maintain certification and licensure as EMT-Basic or EMT-Paramedic while providing quality improvement service to sustain or enhance the quality of patient care. UCLA also provides the state mandated American Heart CPR and First Aid certification for Fire Department personnel. Lastly, the UCLA Center for Prehospital Care is the only provider that has a university backed paramedic school, and the proposed contract guarantees priority admission for qualified Arcadia Fire Department staff.

The Fire Department's existing contract with UCLA involves a highly specialized field dealing with paramedic and emergency care assessments, skills, and training services supplied by its Nurse Educator to Fire paramedics and EMS personnel so they could continually offer exceptional paramedic care to patients, while meeting the mandates set by the State of California EMS Authority's and the Los Angeles County Department of Health Services. With an ever-increasing call volume that the Fire Department has been responding to for at least a decade (with at least 70% of calls being medically-related), consistency and proficiency in this type of patient care service delivery is vital more than ever.

Other cities who are utilizing such services offered by UCLA include the Cities of Downey, El Segundo, Glendale, Manhattan Beach, Monrovia, Montebello, Monterey Park, Redondo Beach, San Gabriel, San Marino, Santa Fe Springs, and West Covina. Based on their reliability, service, and the excellent relationship between the Department's Nurse Educator and UCLA, it is recommended that a three-year contract be executed, with the option to renew for an additional two one-year contract extensions.

### **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.

### **FISCAL IMPACT**

Sufficient funds in the amount of \$38,300 have been allocated in the Fire Operating Budget for Fiscal Year 2023-24 for this service contract. The UCLA Medical Center for Prehospital Care has agreed to an annual increase based on the Consumer Price Index ("CPI") in the Greater Los Angeles Area, not to exceed 3% per year.

Contract with UCLA Medical Center for  
Continuing Education, Quality Improvement & Nurse Educator  
June 6, 2023  
Page 4 of 4

## **RECOMMENDATION**

It is recommended that the City Council approve a contract with UCLA Medical Center for Prehospital Care for Paramedic and Emergency Medical Continuing Education ("CE"), Quality Improvement ("QI") Services, and a Nurse Educator in the amount of \$34,800, with an option to renew for an additional two one-year contract extensions, after the initial three-year contract term.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Contract with UCLA Medical Center

**UCLA Center for Prehospital Care**

**And**

**The City of Arcadia**

**Services Agreement**

This Agreement (“Agreement”) is made and entered as of July 1, 2023 (“Effective Date”) by and between The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care (“UCLA”) and The City of Arcadia (“City”), on behalf of the Arcadia Fire Department (“Department”).

**RECITALS**

- A. The UCLA Center for Prehospital Care conducts continuing education in prehospital and emergency medicine services for students to maintain licensure as an EMT-Basic and Paramedic (referred to as “CE Programs”) and provides quality improvement services to maintain or enhance the quality of patient care (referred to as “QI Services”).
- B. Department desires to utilize the CE and related services to maintain the certifications of Department personnel and to continue to deliver quality patient care to their Department members and community.

**NOW THEREFORE**, the parties hereby agree as follows:

## Article 1

### Rights and Responsibilities of UCLA

- 1.1 **Provide an EMS Educator ("EMS Educator")**. UCLA shall provide an EMS Educator to Department to conduct CE Programs as described herein. The EMS Educator shall be subject to the mutual approval and selection of both Department and UCLA.
- 1.2 **Provide CE Programs**. The EMS Educator will provide two (2) to three (3) hours of CE over three shifts each month which will include hands-on practical skills each quarter based on a mutually agreeable schedule. A minimum of 24 hours of CE shall be delivered annually to meet requirements for EMT recertification and Paramedic re-licensure. A summary of CE services are detailed in Exhibit "B."
- 1.3 **Provide QI Services**. The EMS Educator shall develop, coordinate and maintain a quality improvement plan for Department. This shall include: developing a system to review Department's policies, patient care, and documentation, coordinate bi-annual quality improvement meetings, providing direct observation under field conditions, developing a plan to evaluate the competency of Department personnel, assisting in fact-finding regarding patient care delivered by Department personnel or questions about policy for specific incidents and attending the Los Angeles County EMS Agency Quality Improvement Committee meetings to gather information regarding updates and changes to policies and/or procedures and reporting to the Department. A summary of QI Services are detailed in Exhibit "B."
- 1.4 **Provide General/Administrative Support**. The EMS Educator will collaborate and coordinate activities with the quality improvement committee and Department leadership (as identified in Section 3.2) and monitor compliance with local and state regulations during the

term of this Agreement and as set forth in Exhibit “B.” A description of the Administrative Support Services is set forth in Exhibit “B.”

1.5 **Additional Services.** The EMS Educator may provide additional CE Program and administrative services beyond time or effort of the services described in Exhibit “B” to meet the needs of Department at additional fees, as agreed to by the parties.

1.6 **Program Enrollment.** UCLA will provide Department with the ability to enroll qualified students into UCLA’s Paramedic and Paramedic Refresher courses at discounted tuition Department rates.

## Article 2

### Confidentiality

2.1 **Definition.** For purposes of this Agreement, the term “Confidential Information” shall mean any information, including protected health information (PHI), disclosed in order to accomplish the work under this Agreement by one party (“Disclosing Party”) to another party (“Receiving Party”) that is considered confidential by the Disclosing Party, and is considered confidential or privileged under federal or state law, provided such information is in writing or other tangible form and clearly marked as confidential when disclosed, or is so designated in writing within thirty (30) days of such disclosure. The parties agree to disclose only information that is necessary to the work, and/or as required or permitted under federal or state law, and to send such information directly to the parties noticed in Section 9 of this Agreement.

2.2 **Obligations of the parties.** The Receiving Party agrees, to the extent permitted by law, that Confidential Information shall remain the property of the Disclosing Party and that the Receiving Party shall only use, disclose or distribute Confidential Information within its own organization as is reasonably necessary to carry out the intent of this Agreement, and/or as

required or permitted under federal or state law. For the period of the Agreement and following the expiration or termination of the Agreement, Confidential Information shall not be used or disclosed to others except in furtherance of this Agreement, provided, however, that the foregoing obligation of non-use and non-disclosure shall not apply to any portion of the Confidential Information that:

2.21 is or shall have been known to the Receiving Party before receipt thereof;

2.22 is or shall have been disclosed to the Receiving Party by a third party;

2.23 is or shall have become known to the public other than through the Receiving Party;

2.24 is independently created by the Receiving Party's personnel who have had no exposure to the Confidential Information; or

2.25 is required by state or federal law, regulation, a court of competent jurisdiction or any rules of civil procedure applicable to any court or administrative proceeding to be disclosed.

2.3 **Return of Confidential Information.** Upon the expiration or earlier termination of this Agreement and the written request of the Disclosing Party, to the extent permitted by law, the Receiving Party shall promptly return to the Disclosing Party or certify destruction of all Confidential Information of the Disclosing Party received by the Receiving Party and any copies made thereof, whether in written, electronic or any other form, except Receiving Party may maintain an archival copy of the Confidential Information on the Receiving Party's servers as long as the confidentiality obligations in Section 2.2 continue to be complied with.

### Article 3

#### Rights and Responsibilities of Department

- 3.1 **Provide Space and Equipment.** Department shall provide a classroom sufficient to provide quality instruction, audiovisual equipment; access to Department training equipment and supplies for the purposes of instruction; and a desk with securable file space, internet access and use of a printer and photocopier for use by the EMS Educator while at the Department.
- 3.2 **Designate QI Person.** Department shall designate a person responsible for CE in Department and to receive the information under this Agreement (“Department Designee”).
- 3.3 **Responsibility.** Department understands and accepts the responsibility for the clinical activities and care provided by its employees and agents and for the implementation of the services under this Agreement. Department agrees that UCLA shall not be responsible for these clinical activities or the implementation of quality improvement services.

### Article 4

#### Term

- 4.1 The term of this Agreement shall be for three (3) years from the Effective Date through June 30, 2026. This agreement shall automatically renew for two (2) additional one-year terms unless terminated earlier as set forth by this Agreement.

## Article 5

### Termination

- 5.1 **Termination without Cause.** Either party may terminate this Agreement at any time without cause by providing the other party with sixty (60) days written notice as set forth in Article 9 below.
- 5.2 **Termination for Cause.** Either party may terminate this Agreement for cause or a material breach by providing the other party with thirty (30) days written notice as set forth in Article 9 below. If the breaching party fails to cure the breach within thirty (30) days of receipt of the notice of breach, the termination shall be effective at the end of the thirty (30) day period.

## Article 6

### Payment

- 6.1 **Compensation for Services.** Department agrees to compensate UCLA for the services provided by the Educator under this Agreement. Department agrees to pay UCLA \$34,745.31 per year for the services covered under this Agreement. UCLA shall bill the Department \$2,895.44 monthly. At the end of each one year term, as set forth in Article 4.1. UCLA shall increase the cost of services by changes in the consumer price index in the Greater Los Angeles Area, not to exceed 3% per year, to cover cost of living changes. Department shall pay the amount due within thirty (30) days of receipt of the invoice from UCLA.
- 6.2 **Compensation for Additional Services.** Department agrees to compensate UCLA for additional services referred to in Section 1.5 requested by the Department and approved by UCLA at an approved billable rate. The approved rate will be shared with Department annually.

- 6.3 **Payment.** Any payment to UCLA made pursuant to this Agreement shall be made by check payable to the Regents of the University of California and mailed to:

UCLA Cashiering Department  
Box 957448  
757 Westwood Plaza, Ste. 1119  
Los Angeles, CA 90095-7448

#### **Article 7**

#### **Insurance**

- 7.1 The parties agree to obtain and maintain the insurance set forth in **Exhibit "A."**

#### **Article 8**

#### **Indemnification**

- 8.1 Department agrees to defend, indemnify, and hold harmless UCLA, its officers, employees and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Department, its officers, employees or agents.
- 8.2 UCLA agrees to defend, indemnify, and hold harmless Department, its officers, employees and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UCLA, its officers, employees or agents.

**Article 9**

**Notice**

9.1 Any notice required to be given to any party is deemed to have been given and to be effective on the date of delivery if delivered in person or by nationally recognized overnight courier such as Federal Express, or five (5) days after mailing if mailed by first-class certified mail, postage paid, to the respective addresses given below or to any other address as designated in writing to the other party:

**UCLA:**

Carmina Lu  
Center Administrator  
UCLA Center for Prehospital Care  
1100 Glendon Ave, Suite 1200  
Los Angeles, CA 90024

**Department:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Article 10**

**Use of Name**

10.1 Neither party may use the name of the other, including the name UCLA, the Regents of the University of California, or the University of California, in any advertising, publicity, or otherwise, without the prior written approval of the authorized representative of the other party. For UCLA, any such request shall be sent to the names and addresses in Article 9 above.

## Article 11

### General Terms

- 11.1 **Relationship.** This Agreement is not construed as creating a partnership, joint venture, or agency relationship among the parties. The relationship between the parties shall at all times be that of independent contractors.
- 11.2 **Governing Law.** This Agreement shall be interpreted and construed according to the laws of the State of California.
- 11.3 **Modifications.** Any amendments or modifications to this Agreement must be in writing and signed by authorized representatives of both parties.
- 11.4 **Assignment.** Neither party may assign its rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other party.
- 11.5 **Severability.** The provisions of this Agreement are severable. If any provision of this Agreement is determined to be invalid or unenforceable under any controlling body of law, the invalidity or enforceability does not in any way affect the validity or enforceability of the remaining provisions of this Agreement.
- 11.6 **Waiver.** Waiver by any party of any breach of any provision of this Agreement or warranty or representation shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right in this Agreement shall not operate as a waiver of such right.
- 11.7 **Entire Agreement.** This Agreement, and the Exhibits attached hereto, contain the entire Agreement between the parties with respect to the subject matter of the Agreement and supersedes all prior written or oral agreements with respect to the subject matter in the Agreement.

- 11.8 **No Third Party Beneficiaries.** None of the provisions contained in this Agreement are intended by the parties, nor shall they be deemed, to confer any benefit on any person not a party to this Agreement.
- 11.9 **Non-solicitation.** Department agrees that it will not solicit UCLA EMS Educator(s) for employment at Department during the term of the Agreement and for twelve (12) months after the end of its term.
- 11.10 **Review of electronic files.** Department agrees that UCLA EMS Educator(s) will have access to review electronic patient care reports to review for audit purposes with respect to the services provided under this Agreement.
- 11.11 **No Excluded Parties.** Each party represents and warrants to the other party that: a) neither it nor any of its representatives who will provide services pursuant to this Agreement are currently excluded, suspended, debarred or otherwise ineligible to participate in federal health care programs, including Medicare and Medicaid programs; and b) neither it nor any of its representatives who will provide services under this Agreement have been convicted of a criminal offense related to the provision of health care items or services that would lead to mandatory exclusion from federal health care programs, but have not yet been excluded.
- 11.12 **Compliance with Laws.** Both parties agree that each shall comply with all applicable state and federal laws, rules, and regulations now in effect or hereafter adopted regarding the services provided under this Agreement, including but not limited to, those laws regarding the retention and availability of books and records related to the performance of obligations under this Agreement. Such action shall include, without limitation, compliance with the appropriate provisions of the Social Security Act and any applicable regulations, as related to the retention of records.

**IN WITNESS THEREOF,** the parties hereto have executed this Agreement on the dates indicated.

By: CITY OF ARCADIA

By: The REGENTS OF THE UNIVERSITY OF CALIFORNIA, on behalf of the UCLA Center for Prehospital Care  
"UCLA"

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

By: \_\_\_\_\_  
Constance Her  
Director, Special Projects & Dean's Commitments

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

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

Date: \_\_\_\_\_

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

Exhibit "A"

**Insurance**

**I. UCLA**

UCLA at its sole cost and expense shall insure or self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

1. Commercial Form General Liability Insurance (contractual liability included) with a limit of two million dollars (\$2,000,000) per occurrence and a general aggregate of five million dollars (\$5,000,000).
2. Business Automotive Liability insurance with a combined single limit of not less than five million dollars (\$5,000,000) per occurrence.
3. Professional Medical and Hospital Liability Self-Insurance Program with limits of one million dollars (\$1,000,000) per occurrence and a general aggregate of five million dollars (\$5,000,000).
4. Workers' Compensation and Employers Liability Self-Insurance Program covering University's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
5. Such other insurance in such amounts which from time to time may be reasonably required by mutual consent of the parties against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under Sections 1, 2, and 3 above shall not in any way limit the liability of UCLA. If such insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement.

The coverages referred to under Sections 1 and 2 above shall include Department as additional insured. UCLA, upon execution of this Agreement, shall furnish Department with Certificates of Self-Insurance evidencing compliance with all requirements.

**II. Department**

Department at its sole cost and expense shall insure or self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

1. General Liability Self-Insurance Program with a limit of one million dollars (\$1,000,000) per occurrence and a general aggregate of five million dollars (\$5,000,000).
2. Business Automobile Liability Insurance Program for owned, non-owned, or hired automobiles with a combined single limit of not less than two million dollars (\$2,000,000) per occurrence with additional coverage available.

3. Professional Medical Liability Insurance with limits of one million dollars (\$1,000,000) per occurrence and a general aggregate of five million dollars (\$5,000,000).
4. Workers' Compensation and Employers Liability Self-Insurance Program covering Department's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
5. Such other insurance in such amounts which from time to time may be reasonably required by mutual consent of the parties against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under Sections 1, and 2 above shall not in any way limit the liability of Department. If such insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement.

The coverage referred to under Section 1 and 2 above shall include Department as an additional covered party. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of Department, its officers, employees and agents under this Agreement. Department, upon execution of this Agreement, shall furnish UCLA with Certificates of Insurance evidencing compliance with all requirements.

### **III. NOTICE**

Each party shall provide the other with at least thirty (30) days advance written notice to the names set forth in Article 9 of this Agreement of any changes, modifications or cancellations of the above coverages.

Exhibit “B”  
**Summary of Services**

<b>Continuing Education</b>	<b>Frequency</b>	<b>Outcome Measure</b>
Provide three (3) hours of CE on three shifts each month.	Every month	This will provide 36 hours of CE annually if student attends all CE conducted on their scheduled shifts.
Presentation of Mandatory CE (i.e., “EMS Update”, Bloodborne Pathogens, SIDS, Abuse reporting, etc.)	Annually (or as required by DHS)	Required items presented each year. Verified on calendar of topics approved by department.
Competency assessment (i.e., quiz) of material presented.	Every month (at the end of each CE session)	100% of the department meets the 80% passing threshold or receives remediation to achieve competency.
Quality of presentation by EMS Educator.	Every month (at the end of the CE session)	80% of students rate the presentation 4 (out of 5). Completed evaluations reviewed bi-annually with department.
Overall quality of CE and QI program.	Anonymous survey annually	Results compiled and presented to Fire Chief.
Maintain all CE records.	Every month	Prepare a CE packet that includes all required material for the audit including but not limited to rosters, lessons, objectives, posttests and evaluations.
Prepare for the Los Angeles County Department of Health Services EMS Agency CE Audit.	As scheduled	Submit required annual survey information. Attend meeting and obtain re-approval of the department’s ability to deliver CE and be in good standing with DHS.
<b>Quality Improvement</b>	<b>Frequency</b>	<b>Outcome Measure</b>
The Nurse Educator shall ride along and evaluate Department personnel under field conditions and design and provide education to any specific needs identified.	As needed	Completion of ride-along documentation form. Documents reviewed with the Quality Improvement committee and Department leadership quarterly or more often if needed.
Review 100% all EMS calls against performance indicators.	Every month	Performance threshold on indicators is 90%.
Submission of performance indicators to DHS as required.	Quarterly (or as required)	Performance threshold on indicators is 90%.
Support the Medical Director with special QI projects.	As assigned	Track and report data as required.
Facilitate and attend the QI committee to review and discuss performance indicators.	Quarterly	Results presented to quality improvement committee and department leadership for discussion, recognition, areas for improvement, attention or continuing education.

Attend LACPQI, PAAC, PA, LACFA and other meetings as requested or required.	Quarterly or as scheduled	Department represented by the EMS Educator.
Skills practice, remediation, verification for Paramedics and EMTs.	Bi-annually and conducted during quarterly skills practice where possible	Skills sheets verifying competency of selected skills reviewed with department leadership.
Prepare for the Los Angeles County Department of Health Services EMS Agency Provider QI Audit.	As scheduled	Attend meeting and obtain re-approval of the department's ability to deliver EMS and be in good standing with DHS.
Liaison with the Los Angeles County EMS Agency, local base hospitals and/or fire departments.	At committee meetings and or as incidents arise	Resolution of concerns and dialogue with department leadership about complaints and concerns.
<b>General Administrative</b>	<b>Frequency</b>	<b>Outcome</b>
Collaborate with EMS Captain, Fire Chief and Medical Director.	Quarterly, or more often if needed	Formal and informal meetings/conversations.
Ensure compliance with local and state EMS regulations and protocols.	Ongoing	Attend UCLA EMS Educator Service department meetings. Attend Los Angeles County Department of Health Services EMS Agency Provider Quality Improvement Meetings. Attend train-the-trainer EMS Update courses (annually).
Overall quality of CE and QI program evaluation.	Anonymous survey annually	Results compiled and presented to quality improvement committee and department leadership.



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** EXTENSION TO THE PROFESSIONAL SERVICE AGREEMENT FOR HOMELESS CASE MANAGEMENT/HOUSING NAVIGATION SERVICES WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE IN AN AMOUNT NOT TO EXCEED \$334,000  
**CEQA:** Not a Project  
**Recommendation:** Approve

## **SUMMARY**

On June 21, 2022, the City Council approved a Professional Services Agreement for Homeless Case Management/Housing Navigations Services with Los Angeles Centers for Alcohol and Drug Abuse (“LACADA”) in an amount not to exceed \$218,400. The Agreement was for the period of one year with the option to renew on a year-by-year basis for a maximum of three additional one-year periods at the City’s sole discretion. For Fiscal Year 2023-24, LACADA has submitted a revised cost proposal of \$254,000 for the three case managers, plus \$75,000 for Prevention & Diversion reimbursements and \$5,000 for Emergency Services reimbursements, for a total cost of \$334,000.

It is recommended the City Council authorize and direct the City Manager to execute an extension to the Professional Services Agreement for Case Management/Housing Navigation Services with LACADA in an amount not to exceed \$334,000, with the option to renew annually for two, one-year extensions.

## **BACKGROUND**

On March 15, 2022, the City Council discussed the status of the City’s homeless programs and approved a recommendation to utilize Permanent Local Housing Allocation (“PLHA”) funds to secure three full-time case managers/housing navigators for Arcadia, as well as an additional \$100,000 of PLHA funds for homeless Emergency Services. PLHA is a Senate Bill 2 funded program that is designed to provide an ongoing, annual source of funding through State Property Transfer Fees. Funds can be used for construction of affordable housing, programs to assist persons who are

experiencing or at risk of homelessness, or other housing-related assistance programs for low-to-moderate income households. Arcadia's allocation for the first two years was \$442,505.

At the same meeting, the City Council also approved a recommendation to utilize \$250,000 of American Rescue Plan Act ("ARPA") funds for the Prevention & Diversion program. ARPA is a federal program that has provided \$8.8 million to the City of Arcadia to address the economic fallout from the COVID-19 pandemic. Prevention & Diversion funds help individuals and families make ends meet, keep a roof over their heads, and maintain essential services. Services include short-term rental assistance, utility assistance, security deposit payment, and more.

On June 21, 2022, the City Council approved a Professional Services Agreement for Homeless Case Management/Housing Navigation Services with LACADA in an amount not to exceed \$218,400 yearly. This contract was for one year with the option to renew annually for a maximum of three years, with the City Manager's approval. Per this contract, LACADA offers case management, housing navigation, Prevention & Diversion allocations, and Emergency Services distributions. While Prevention & Diversion and Emergency Services allocations were budgeted for FY 2022-23, LACADA reimbursement estimates were not included in the original contract total.

In April 2023, the Los Angeles County Development Authority notified the City that PLHA funds earmarked for case management and housing navigation services and Emergency Services would not be available for use due to the City's lack of a fully certified Housing Element. The City will be unable to use these funds until the Housing Element is fully certified, after which only funds incurred after the certification date will be guaranteed for reimbursement. The City is currently working with County and state representatives to address this situation.

## **DISCUSSION**

Since July 5, 2022, LACADA's three, full-time case managers have served the Arcadia community, assisting individuals experiencing homelessness and those at risk of becoming homeless. In that time, they have displayed impressive response times, collected and reported data efficiently, and placed individuals in both interim and permanent housing. On the next page is a cumulative report of LACADA's efforts from July 2022 through April 2023, a total of ten months.

<b>Case Management/ Housing Navigation Services</b>	<b>Units or Hours of Service</b>
Street Outreach Hours	2,899.5
Office Work Hours	1,678
Total Engagements with Persons Experiencing Homelessness	1,777
First Time Encounters	485
Follow Ups	1,292
Coordinated Entry System Assessments (Including VI-SPADT)	307
Housing Plans Established	120
Items Distributed	485
Connections to Supportive Services	879
Prevention & Diversion Funds Allocated	\$23,510
Emergency Services Funds Allocated	\$2,470
Interim Housing Placements ( <i>Crisis, Bridge, Transitional, etc.</i> )	38
Permanent Housing Placements ( <i>Rapid Re-Housing, family reunifications, etc.</i> )	12

When looking over the data, it is important to note that homelessness by nature is extremely transitory. Persons experiencing homelessness do not often stay within the confines of a single city, but rather move across a larger geographic region. LACADA’s number of First Time Encounters does not represent the number of people experiencing homelessness in Arcadia as the data includes transitional and non-homeless individuals. The actual number of persons experiencing homelessness in Arcadia on any given day is closer to 79 individuals, based off the City’s 2021 Homeless Census, or 174 individuals based on the County’s 2022 Point-in-Time Count.

In addition to hard data, LACADA also submits monthly success stories of how their team has assisted persons experiencing homelessness. These narratives include both small and large examples of an individual’s progress on the road to becoming housed. Some successes include acquiring identification documents, finding employment, entering a substance use program, and reunification with family members.

Based on LACADA’s data and success stories, it is recommended that the contract be extended. The proposed extension to Professional Service Agreement is for the period of one year beginning on July 1, 2023, with the option to renew on a year-by-year basis for a maximum of two additional years at the City’s sole discretion, under the same terms and conditions. The total contract for case management/housing navigation services in Fiscal Year 2023-24 will not exceed \$334,000.

**ENVIRONMENTAL ANALYSIS**

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

**FISCAL IMPACT**

With rising costs due to inflation, LACADA has submitted a revised cost proposal for case management/housing navigation services, increasing the total to \$254,000. This increase includes a 3% increase in operational expenses, as well as a 12% increase to indirect costs as approved by Negotiated Indirect Cost Rate Agreement. This is less than the anticipated cost increases that were anticipated at the time the agreement was approved last year; at that time, it was discovered that LACADA had made a mathematical error in their proposal that significantly lowered their proposal price. At that time, LACADA chose to honor the submitted figure, but warned that the second-year price request would be at the correct amount. Below is a break down the total price proposal.

<b>Programs and Services</b>	<b>Contract for FY 2023-24</b>
Case Management/Housing Navigation	\$254,000
Prevention & Diversion Reimbursements	\$75,000
Emergency Services Reimbursements	\$5,000
Contract Total	\$334,000

LACADA’s contract will also include reimbursements for allocations to persons experiencing homelessness or at-risk of becoming homeless through the Prevention and Diversion program and the Emergency Services program. These estimated costs will be in addition to the cost for case management/housing navigation services to make up the total contract amount.

Prevention and Diversion funds and Emergency Services funds are not exclusively distributed by LACADA. This contract only reflects the amounts that LACADA will be reimbursed for and not the total amount the City will distribute. The chart below shows the total amounts remaining in Prevention & Diversion and Emergency Services.

<b>Programs and Services</b>	<b>Total Amount Earmarked</b>	<b>Estimated FY 2022-23 Expenditures</b>	<b>Estimated Funds Remaining</b>
Prevention & Diversion (ARPA Funds)	\$250,000	\$27,000	\$223,000
Emergency Services (PHLA Funds)	\$100,000	\$4,000	\$96,000

Should PLHA funds not be available to cover the cost of this contract, it is recommended that the costs be shifted to ARPA funds until PLHA funds are released. The City has \$1 million in unallocated ARPA funds, which is sufficient to cover the entirety of the contract.

**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 authorize and direct the City Manager to execute an extension to the Professional Services Agreement for Homeless Case Management/Housing Navigation Services with Los Angeles Centers for Alcohol and Drug Abuse in an amount not to exceed \$334,000, with the option to renew annually for two, one-year extensions.

Approved:



Dominic Lazzaretto  
City Manager

- Attachment “A” - Amendment to Professional Services Agreement Regarding Case Management and Housing Navigation Services & Exhibit “C”
- Attachment “B” - Executed Professional Services Agreement Regarding Case Management and Housing Navigation Services

**Attachment "A"**

**CITY OF ARCADIA  
AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT REGARDING  
Case Management/Housing Navigation Services**

This Amendment is made and entered into as of \_\_\_\_\_ by and between the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066, and Los Angeles Centers for Alcohol and Drug Abuse, a California non-profit public benefit corporation with its principal place of business at 12070 Telegraph Road Suite 207 Santa Fe Springs, CA 90670, collectively referred to as "Parties", with respect to the Professional Services Agreement between the Parties dated July 5, 2022 ("Agreement").

The Parties agree as follows:

1. Section 5 of the Agreement is amended by extending the term from July 1, 2023, through June 30, 2024 ("Extended Term").
2. Section 2 of the Agreement is amended to provide that for the Extended Term, the Compensation, is amended as referenced in the attached Exhibit "C".
3. All terms and provisions of the Agreement not amended by this Amendment are hereby reaffirmed.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first written above.

CITY OF ARCADIA

LOS ANGELES CENTERS FOR ALCOHOL AND  
DRUG ABUSE

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

By: \_\_\_\_\_  
Juan Navarro  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Bill Tarkanian  
Director of Program Development

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

APPROVED AS TO FORM

By: \_\_\_\_\_  
Mike Maurer  
City Attorney

Date: \_\_\_\_\_

**EXHIBIT "C"**

L.A. CADA Fee Increase FY 2023-2024 + Fiscal 2022-2023 \$218,400

Operational Expenses	Annual
Office Expenses	\$ 1,200.00
Insurance	\$ 2,000.00
I Pad	\$ 1,200.00
Cell Phone	\$ 1,200.00
Program Supplies	\$ 3,014.29
PPE Supplies	\$ 3,600.00
Vehicle Maintenance	\$ 1,000.00
Gasoline for Van	\$ 4,200.00
Lease Van	\$ 7,691.12
3% increase on \$218,400	\$ 6,552
<b>Total Direct Costs</b>	<b>\$ 31,657.41</b>
<b>Indirect Costs 12% approved NICR</b> (Negotiated Indirect Cost Rate)	<b>\$ 3,798.89</b>
<b>Total Budget Increase</b>	<b>\$ 35,456.30</b>

**Total Fiscal 2023-2024 rate = \$253,856.30**

**Attachment "B"**

**CITY OF ARCADIA  
PROFESSIONAL SERVICES AGREEMENT REGARDING  
Case Management/Housing Navigation Services**

This Agreement is made and entered into as of July 5, 2022 by and between the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066 ("City"), and Los Angeles Centers for Alcohol and Drug Abuse, a California non-profit public benefit corporation with its principal place of business at 12070 Telegraph Road Suite 207 Santa Fe Springs, CA 90670 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

**RECITALS**

- A. City is a public agency of the State of California and is in need of professional services for the following project: Case Management/Housing Navigation Services (hereinafter referred to as "the Project").
- B. Consultant is duly licensed and has the necessary qualifications to provide such services.
- C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

**AGREEMENT**

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$218,400. This amount is to cover all case management/housing navigation services and related costs, and the City will not pay any additional fees for expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for five (5) years from the date of final payment under the contract for inspection by City.

5. The term of this Agreement shall be from July 5, 2022 to June 30, 2023, with the option to renew on a year-by-year basis for a maximum of three (3) additional, one-year (1 year) periods at the City's sole discretion, under the same terms and conditions, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within 365 days. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office (1) Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured

against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or

omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any

insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements.

Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775),

employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1).

b. If the services are being performed as part of an applicable “public works” or “maintenance” project and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, State of California.

16. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

18. Organization

Consultant shall assign Juan Navarro as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:  
City of Arcadia  
240 West Huntington Drive  
Arcadia, CA 91066  
Attn: Recreation and Community Services  
Department

CONSULTANT:  
Los Angeles Centers for Alcohol and Drug  
Abuse  
12070 Telegraph Road Suite 207  
Santa Fe Springs, CA 90670  
Attn: Juan Navarro

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

Time is of the essence for each and every provision of this Agreement.

28. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid, nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**[SIGNATURES ON FOLLOWING PAGE]**

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF ARCADIA  
AND LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ARCADIA

LOS ANGELES CENTERS FOR ALCOHOL AND  
DRUG ABUSE

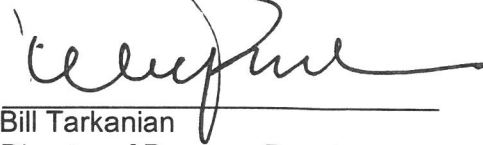
By:   
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager

By:   
\_\_\_\_\_  
Juan Navarro  
Executive Director

Date: July 12, 2022

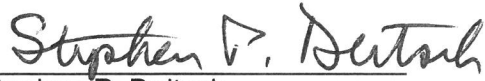
Date: \_\_\_\_\_

ATTEST:

By:   
\_\_\_\_\_  
Bill Tarkanian  
Director of Program Development

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

APPROVED AS TO FORM

By:   
\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

Date: 7/12/22

## EXHIBIT "A"

### Scope of Services

Services supported by the City of Arcadia must be of primary benefit to PEH or who are experiencing at-risk of homelessness within Arcadia. These services are defined as those which are normally a part of case management and housing navigation and may include, but not be limited to the following:

- Case Management
- Housing Navigation
- Street Outreach
- Mental Health Support
- Substance Abuse Services
- Supportive Services (Legal, benefits, etc.)
- Funding Distribution
- Essential Resource Distribution
- Housing Placement
- CES and HMIS Entry
- Data Entry
- Reporting

The service area shall extend throughout the incorporated municipality and the Los Angeles County areas within City limits. Consultant must follow best practices for providing services for PEH, including housing-first and trauma-informed care. Consultant shall work with each participant to develop an individual service plan to gauge participants' needs, goals, skills and abilities, personal characteristics, and physical capabilities.

Consultant will distribute and track Prevention and Diversion funds, as available. Amount of available funds are to be determined by the City and will initially paid for by Consultant and reimbursed by the City via invoice as listed in Exhibit B. Emergency Funds will be spent through City issued Credit Card and check out to appropriate staff. Receipts must be kept and accounted for during the statement period. All other available resources must also be accurately accounted for through established documentation.

### EQUIPMENT AND ACCESS

Consultant is required to provide their own equipment such as laptop computers, Wi-Fi hotspots, cell phones, and vehicles. Consultant must have access to Homeless Management Information System (HMIS) and the Coordinated Entry System (CES) or be able to receive access by contract start date. The City and Consultant will discuss suitable workspaces for Case Managers/Housing Navigators. Consultant will provide a phone number for community use to then direct request to the Case Managers/Housing Navigators on duty at the time of the request or provide the opportunity to leave a message if after business hours. Case Managers/Housing Navigators will also need emails addresses and cell phone numbers which are available for community members to reach out to them in addition to the homeless community they are serving.

Consultant will reserve eight (8) beds within their facilities exclusively for the City's use. These beds will be included as part of the total contract price for three Case Managers/Housing Navigators and will not be billed at an additional cost.

### SCHEDULE AND TIME ALLOCATION

Case Managers/Housing Navigators will work a full-time, 40-hour week. Between the three Case Managers/Housing Navigators, coverage will be expected Monday-Sunday, seven days a week.

Schedule of staff will be as follows:

Monday-Friday, 7am-4pm with a 1-hour lunch break

Wednesday-Sunday, 8am-5pm with a 1-hour lunch break

Saturday-Wednesday, 9am-6pm with a 1-hour lunch break

Schedule is subject to change based on City's needs.

Case Managers/Housing Navigators are expected to respond to clients and City staff in a timely manner. Case Managers/Housing Navigators should respond to requests and questions as soon as possible, at the latest within one business day.

Consultant will be required to meet regularly with City staff. In addition, Case Managers/Housing Navigators will be required to attend community engagement meetings including but not limited to Community Stakeholder meetings, HELP Team meetings, Five-Year Homeless Plan meetings, and meetings held by other homeless services teams.

## REPORTING

Consultant agrees to prepare and submit monthly, quarterly, and annual program progress/activity reports, evaluations, HMIS raw reports, and other reports as required by the City. Consultant will work with the City to create a report that is mutually beneficial. Monthly reports are due by day 15 of the subsequent month. Consultant's records, apart from confidential client information, shall be made available to representatives of City. The Consultant must share all necessary information with any other service provider(s) administering homeless services within the City.

Consultant must provide a monthly report that includes monthly data, including but not limited to the following metrics:

### Number of Individuals and family members:

- Contacted via street outreach
  - Served (Received any items/goods, services, funds, or housing placement)
  - Newly enrolled
  - Assessed via CES Survey
    - Total
    - Individuals
    - Youth
    - Families
    - Veterans
    - 62+ years old
  - Assessed via VI-SPDAT
  - Established housing plans
  - Received items or goods
    - Water or food
    - Hygiene items
    - Clothing
    - Sleeping bag or tent
  - Other (please specify)
- Connected or referred to supportive services
    - Legal services
    - Benefits services
    - Mental Health services
    - Substance Use services
    - Employment services and training
    - Other (please specify)
  - Received Prevention and Diversion funds (Supplemental client intake form will accompany all distributions)
  - Received Emergency funds (Supplemental client intake form will accompany all distributions)
  - Connected to or placed in any type of housing (cumulative of the categories below)
    - Connected to or placed in interim housing (including motel vouchers)
    - Connected to or placed in rapid re-housing
    - Connected to or placed in permanent housing

Monthly report should include narratives identifying successes, challenges, and brief client success stories. Additional data may be requested on client characteristics and client outcomes.

## EXHIBIT "B"

### Schedule of Charges/Payments

Consultant will include with each invoice a detailed itemized report that indicates the amount of budget spent on each item. All invoices for Prevention and Diversion funds and Emergency funds will be submitted with appropriate documentation, as determined by the City. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract. Consultant will invoice City on a monthly cycle, by day 15 of the subsequent month, unless otherwise determined by the City to coincide with billing cycles. The City shall pay all invoices for services to the consultant within thirty (30) days of receipt of completed, delivered, and accepted project and accompanied invoice. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$218,400 annually.

## Candice Cheung

---

**Subject:** FW: [EXTERNAL Email]Re: Confirmation

On Jul 1, 2022, at 4:55 PM, Juan Navarro <jnavarro@lacada.com> wrote:

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Sara,

This is to confirm we are in agreement with the terms of exhibit B of our contract with the City of Arcadia. Please let me know if you need anything else.

Best regards,

Juan Navarro

Executive Director

Los Angeles Centers for Alcohol and Drug Abuse

12070 Telegraph Rd., Suite 207

Santa Fe Springs, CA 90670

Phone: (562) 777-7500 Ext 204

NOTICE: This electronic mail (email) message, including any attachments, is intended for the use of the person or entity to whom it is addressed and may contain information that is privileged and confidential, the disclosure of which is governed by applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this information is strictly prohibited. If you have received this message by error, please notify the sender by reply and immediately destroy this email and any attachments.

From: Sara Somogyi <ssomogyi@arcadiaca.gov>  
Sent: Friday, July 1, 2022 4:46 PM  
To: Juan Navarro <jnavarro@lacada.com>  
Cc: Bill Tarkanian <btarkanian@lacada.com>; Mary Kemp <mkemp@lacada.com>; Joshua Heinzman <jheinzman@lacada.com>  
Subject: [EXTERNAL Email]Re: Confirmation

EXTERNAL Email: Only open links from TRUSTED sources.

Hello Juan,

Thank you for confirming! Can you please also add you agree the added verbiage on exhibit B?

Thanks again!

Sara Somogyi

Director of Recreation and Community Services

City of Arcadia

375 Campus Drive

PO BOX 60021 | Arcadia, CA 91007

626.821.4369 | ArcadiaCA.gov

On Jul 1, 2022, at 4:41 PM, Juan Navarro <jnavarro@lacada.com <mailto:jnavarro@lacada.com> >  
wrote:

<[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fs3.amazonaws.com%2fstaticmediafiles%2fmedia%2fsights%2firon-icon-color.png&c=E,1,dkBRZ-WQeMh5DF3yhXeCP6pOBc6FeFTJnif4ifgJW-Wj9ptiXverW-rV\\_jcueS0FbDy5hz8\\_7BEAcy40CAO04CQU1U4mp5DhgpXVQLxTp3gwz-vfaytS8Tuh&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fs3.amazonaws.com%2fstaticmediafiles%2fmedia%2fsights%2firon-icon-color.png&c=E,1,dkBRZ-WQeMh5DF3yhXeCP6pOBc6FeFTJnif4ifgJW-Wj9ptiXverW-rV_jcueS0FbDy5hz8_7BEAcy40CAO04CQU1U4mp5DhgpXVQLxTp3gwz-vfaytS8Tuh&typo=1)>

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender jnavarro @ lacada.com  
<[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2flacada.com&c=E,1,fQ8JL29WIOswjSRn8LV5lxORM8jILeoCmHwJRmkzJUCF-K0UnR6Y1RKczeqLclidAzFL3ssknLSKw3TTV1iGsqU-1zgCQgr8zKhueNi5uA,,&typo=1&ancr\\_add=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2flacada.com&c=E,1,fQ8JL29WIOswjSRn8LV5lxORM8jILeoCmHwJRmkzJUCF-K0UnR6Y1RKczeqLclidAzFL3ssknLSKw3TTV1iGsqU-1zgCQgr8zKhueNi5uA,,&typo=1&ancr_add=1)>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Sarah,

Thank you for taking our call earlier today. This email serves as confirmation we are moving forward with the agreement as stipulated in our contract. We look forward to working with you. Have a great weekend and a happy 4th of July.

Best regards,

Juan Navarro

Executive Director

Los Angeles Centers for Alcohol and Drug Abuse

12070 Telegraph Rd., Suite 207

Santa Fe Springs, CA 90670

Phone: (562) 777-7500 Ext 204

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# STAFF REPORT

Police Department

**DATE:** June 6, 2023  
**TO:** Honorable Mayor and City Council  
**FROM:** Roy Nakamura, Chief of Police  
By: Amber Abeyta, Management Analyst

**SUBJECT:** PURCHASE OF MOBILE RADIOS AND RELATED EQUIPMENT FROM DAY WIRELESS SYSTEMS FOR THE POLICE DEPARTMENT FROM THE EQUIPMENT REPLACEMENT FUND IN AN AMOUNT NOT TO EXCEED \$117,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

It is recommended that the City Council authorize the purchase of mobile radios and related equipment from Day Wireless Systems in an amount not to exceed \$117,000 utilizing the Los Angeles County Master Purchase and Service Agreement. Funds for this purchase have been budgeted in the Fiscal Year 2022-23 Equipment Replacement Fund.

## BACKGROUND

Handheld, vehicle, and dispatch radios are the Police Department's primary means of communication, including responses to 9-1-1 calls, emergency responses, investigations, and traffic enforcement.

As part of the annual Equipment Replacement Fund budget, the Department plans for the replacement of radios and related equipment. Radios are replaced for various reasons such as reaching maximum life expectancy, malfunctioning, and becoming outdated and/or obsolete. The Department will purchase the latest radio technology, Motorola Model APX 8500, which are Project 25 ("P25") compliant. P25 is a set of standards for federal, state, and local public safety agencies to provide interoperable emergency communication within a jurisdiction as well as between agencies and mutual aid response teams.

## **DISCUSSION**

This year the following items are scheduled to be replaced:

### **Radios**

- Three - APX8500 All Band MP Mobile Radios: Replacing aging and malfunctioning mobile radios in patrol vehicles.
- Two - APX All Band MP Mobile Radios: Replacing outdated mobile radios located in the mobile command post.
- Six - APX8500 All Band MP Mobile Control Head: Replacing malfunctioning Kenwood radios located in the Administration and Detective Bureau vehicles.

### **Radio Related Equipment**

- Six – Single desk chargers for APX: These chargers are placed on workstations throughout the Department and are used to charge portable radio batteries.
- Twenty - 5100 MAH batteries: Replacing diminishing capacity batteries with extended life batteries in portable radios utilized by patrol officers.

Motorola radio equipment is currently being utilized for both handheld and vehicle radios and has been the preferred vendor because of compatibility with existing Motorola equipment, such as radio identifiers, battery chargers, batteries, microphones, handsets, and peripherals. The Department will continue using Motorola for its handheld radios and all-band radios utilized in marked (black and white) vehicles.

The City's purchasing rules allow the Department to use other agencies' contracts to facilitate purchases, also known as piggyback contracts. Oftentimes, the volume of these contracts alone results in cost savings to the City. For this purchase, the Department will piggyback on the Los Angeles County Master Purchase and Service Agreement with Motorola Solutions for Regional Communications Systems. By purchasing the equipment under this contract, the Department will ensure compatibility with existing radio infrastructure, P25 compliance, and realize significant savings of approximately \$28,595. In addition, Day Wireless Systems is the only authorized dealer the Department can use for the purchase of Motorola's public safety radios and can deliver at the Los Angeles County's piggyback rate.

It is recommended that the City Council authorize the purchase of the required equipment from Day Wireless utilizing the Los Angeles County Master Purchase and Service Agreement with Motorola Solutions.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The radios and related equipment to be purchased through Day Wireless will not exceed \$117,000. Sufficient funds have been allocated in the Fiscal Year 2022-23 Equipment Replacement Fund budget.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and approve the purchase of mobile radios and related equipment from Day Wireless Systems for the Police Department from the Equipment Replacement Fund in an amount not to exceed \$117,000.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Administrative Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Hue C. Quach, Administrative Services Director  
By: Henry Chen, Financial Services Manager/City Treasurer

**SUBJECT:** PURCHASE ORDER WITH SUPERION LLC FOR FINANCIAL SYSTEM SOFTWARE MAINTENANCE IN AN AMOUNT NOT TO EXCEED \$54,500

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

The City currently utilizes proprietary financial system software developed and solely supported by Superior LLC. Annually, the City renews the maintenance agreement for the support of its software. It is recommended that the City Council approve a one-year purchase order with Superior LLC for maintenance and support of the financial system in the amount not to exceed \$54,500.

## **DISCUSSION**

The City has used the Pentamation Plus System since 1999, which supports most of the City's Finance, Purchasing, and Human Resources operations, including financial reporting, payroll, accounts payable, general ledger, cashier, accounts receivable, and budget preparation. Software support and maintenance fees pay for ongoing product development of regulatory updates such as annual payroll tax tables and other program updates. It also includes phone and web-based support when staff needs help with troubleshooting or guidance on implementing new regulatory updates within the system.

Since purchasing Pentamation in 1999, the annual maintenance costs have typically been increased by an inflationary factor. The annual cost for the period from July 2023 to June 2024 is approximately \$54,500, an increase of \$5,000 over last year's price of \$49,500. While the increase at 10% is more than in previous years, it is in line with many inflationary adjustments being made by purveyors at this time. In addition, the FY 2023-24 budget includes a proposal to purchase a new software system. Extending the life of the current system is necessary until that new system is ready to be implemented.

It is recommended that the City issue a purchase order to Superior LLC for ongoing support and maintenance of the City's financial system.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Sufficient funds for the proposed annual maintenance costs are budgeted in the FY 2023-24 Operating Budget.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is, therefore, exempt under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with Superior LLC for financial system software maintenance for Fiscal Year 2023-24 in an amount not to exceed \$54,500.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Jeramie Brogan, Management Analyst

**SUBJECT:** PURCHASE ORDER WITH TRUEPOINT SOLUTIONS FOR ANNUAL HOSTING AND SUPPORT SERVICES FOR THE TRUEBILL UTILITY BILLING SOFTWARE FOR FISCAL YEAR 2023-24 IN THE AMOUNT OF \$54,000

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

The Public Works Services Department (“PWSD”) is responsible for the billing, invoicing, and collection of approximately 15,000 water and sewer accounts as well as 4,700 backflow records as required by the State of California. The PWSD currently utilizes a proprietary utility billing software system developed and solely supported by TruePoint Solutions. The Subscription License and Services Agreement (“Agreement”) between the City and TruePoint Solutions provides hosting services and support of the software on an annual basis. The initial term of the Subscription License and Agreement with TruePoint Solutions is set to expire on June 30, 2023.

Based on the excellent service provided by TruePoint Solutions, it is recommended that the City Council approve a one-year Purchase Order with TruePoint Solutions for annual hosting and support services for the TrueBill utility billing software for Fiscal Year 2023-24 in the amount of \$54,000.

## **BACKGROUND**

The PWSD serves approximately 15,000 water and sewer connections, a majority of which are based on a tiered rate structure, billed on a bi-monthly basis, generating approximately \$15.5 million in revenue per year. On December 1, 2020, the City Council approved, authorized, and directed the City Manager to execute a Software Service Agreement with TruePoint Solutions for implementation of the TrueBill utility billing software system. The TrueBill utility billing software system replaced DataNow, the City’s antiquated utility billing and customer information system. The purchase and

implementation of the TrueBill utility software was the first phase of a two-phase update intended to modernize the City's utility billing function.

In late-2021, the PWSD enacted the second phase of the software update and executed a Change Order to the original Purchase Order with TruePoint Solutions for the purchase and implementation of TrueBill's backflow testing module and TrueBill's Vendor Contractor Portal ("TrueVCP"), which allows contractors to upload backflow testing information. The new backflow testing module integrated the City's former testing database into the TrueBill utility billing system, expanding the functionality of TrueBill and effectively integrating two historically separate programs into one.

The subscription fees for TruePoint to both host the software and provide ongoing support services was included in the Agreement to be renewed on an annual basis. The term of the Subscription License and Agreement with TruePoint Solutions is set to expire on June 30, 2023.

## **DISCUSSION**

Under the initial Agreement, TruePoint would provide hosting services and support of the TrueBill utility billing software in the amount of \$50,000 annually. The subsequent change order agreement expanded these services to include the new backflow testing module and TrueVCP portal, for an additional amount of \$4,000 annually. Therefore, the current Subscription Fee for TruePoint's annual hosting and support services, including the backflow testing module and TrueVCP portal, amounts to \$54,000 annually.

The annual hosting services and support fees pay for ongoing product development, cloud-based hosting of the utility billing software by TruePoint, as well as licensing and technical support services. These support services include access to the support hotline, installation of updates when available, and database backups.

Based on the excellent service provided by TruePoint Solutions, it is recommended that the City Council approve a one-year Purchase Order with TruePoint Solutions for annual hosting and support services for the TrueBill utility billing software for Fiscal Year 2023-24.

## **ENVIRONMENTAL ANALYSIS**

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

**FISCAL IMPACT**

Sufficient funds for the annual hosting and support fees totaling \$54,000 are budgeted in the City's water and sewer annual operating budget.

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is therefore, exempt under, the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with TruePoint Solutions for annual hosting and support services for the TrueBill utility billing software for Fiscal Year 2023-24 in the amount of \$54,000.

Approved:

  
\_\_\_\_\_  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Daniel Vargas, Management Analyst

**SUBJECT:** PURCHASE ORDER WITH CLEAN ENERGY FOR THE PURCHASE OF COMPRESSED NATURAL GAS (“CNG”) FUEL FOR THE CITY’S FLEET IN AN AMOUNT NOT TO EXCEED \$184,000

**CEQA: Not a project**

**Recommendation: Approve**

## **SUMMARY**

The City primarily utilizes the Clean Energy compressed natural gas (“CNG”) fueling station located at the Foothill Transit Center to fuel CNG vehicles. The purchase order contract with Clean Energy expires on June 30, 2023. It is recommended that the City Council approve a sole source Purchase Order with Clean Energy for the purchase of CNG fuel for the City’s fleet in an amount not to exceed \$184,000 for Fiscal Year 2023-24.

## **BACKGROUND**

The Public Works Services Department (“PWSD”) has been strategically replacing vehicles that meet the City’s Vehicle Replacement Policy criteria with alternative fuel vehicles such as CNG, Hybrids, and Electric vehicles. This has allowed the City to be compliant with the Air Quality Management District’s mandates that require heavy duty equipment to be replaced with alternative fuel vehicles, reduces the City’s overall fuel costs, and reduces the City’s greenhouse gas emissions footprint. The PWSD is responsible for the purchase of CNG fuel and currently operates a fleet of 13 heavy duty CNG vehicles, which includes three street sweepers, one aerial lift truck, a dump truck, a water tanker truck, a sewer jetter vacuum truck, a hydro-excavator truck, and five one-ton pickup trucks.

## **DISCUSSION**

The PWSD utilizes two local CNG public fueling stations to fuel all City CNG vehicles. The first station, owned and operated by Foothill Transit, is located less than one-half mile from the Public Works Service Center. The second station, owned and operated by

the City of Pasadena, is located on Foothill Boulevard just west of City limits. Clean Energy is the sole source CNG fuel and service provider for both of these fueling stations. There are no other viable CNG fueling stations in the immediate area. Therefore, utilizing a sole source purchase order is necessary.

The PWSD has vehicle fueling cards provided by Clean Energy and is invoiced monthly for fuel purchased at these two stations. It is estimated that the PWSD will use approximately 25,300 Gasoline Gallon Equivalents (“GGE”) by the end of Fiscal Year 2022-23. This usage reflects a 5% increase from the previous fiscal year. Based on month-to-month changes in CNG usage during Fiscal Year 2022-23, a similar 5% annual increase is projected for Fiscal Year 2023-24. The total expected usage of CNG for Fiscal Year 2023-24 is 26,600 GGEs.

Although CNG fuel prices are typically less volatile than other fuels, the price per GGE has progressively increased in the last couple of years. During the past year, the City paid on average \$5.51 per GGE, which includes state fuel tax fees, as compared to \$4.35 in FY 2021-22. The cost of CNG fuel is expected to continue to increase in FY 2023-24 and is projected to hold an average cost of \$6.89 per GGE. It is recommended that the Fiscal Year 2023-24 purchase order reflect the estimated total cost of 26,600 GGEs of CNG at an average cost of \$6.89 per GGE. Given that, at least \$183,274 will be needed to cover the expected costs.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**


The request is for the purchase of CNG fuel for the City’s fleet in an amount not to exceed \$184,000. Sufficient funds will be appropriated in the Department’s proposed Fiscal Year 2023-24 Operating Budget for the purchase of CNG fuel.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is, therefore, exempt under the California Environmental Quality Act (“CEQA”); and approve a Purchase Order with Clean Energy for the purchase of Compressed Natural Gas (“CNG”) fuel for the City’s fleet in an amount not to exceed \$184,000.

Purchase Order for CNG Fuel  
June 6, 2023  
Page 3 of 3

Approved:



Dominic Lazzaretto  
City Manager



# STAFF REPORT

Public Works Services Department

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: John Corona, Utilities Superintendent

**SUBJECT:** EXTENSION TO THE PURCHASE ORDER WITH WATERLINE TECHNOLOGIES, INC. FOR THE PURCHASE AND DELIVERY OF SODIUM HYPOCHLORITE FOR THE DISINFECTION OF THE CITY'S MUNICIPAL WATER SUPPLY IN THE AMOUNT OF \$136,434.37  
**CEQA: Not a project**  
**Recommendation: Approve**

## **SUMMARY**

On May 17, 2022, the City Council approved a purchase order with Waterline Technologies, Inc. in the amount of \$95,100.75 for the purchase and delivery of liquid sodium hypochlorite to be used for the disinfection of the City's municipal water system. Waterline Technologies, Inc. is reaching the end of their purchase order and has submitted a written offer to extend their purchase order for an additional year. Due to the volatility in production costs, including increased raw material costs and transportation costs, the contractor's offer of extension reflects a 43%, or \$0.82 per gallon cost increase from the original purchase order of \$95,100.75, bringing the total purchase order amount to \$136,434.37. This will be the contractor's first of three possible extensions. All other terms and conditions of the purchase order will remain in effect.

Based on the excellent level of services provided by Waterline Technologies during the previous year, it is recommended that the City Council approve a one-year purchase order extension with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City's municipal water supply in the amount of \$136,434.37.

## **BACKGROUND**

The disinfection of drinking water by public water agencies is essential in preventing water-borne diseases. The City's municipal water supply system permit from the Division of Drinking Water ("DDW") specifies that the City's water system use chlorination as a means of disinfection. Gaseous chlorine had been the standard for municipal water disinfection for many years; however, safety concerns related to the hazardous and

corrosive nature of chlorine gas prompted the Public Works Services Department (“PWSD”) to convert the disinfection system over to liquid sodium hypochlorite. Liquid sodium hypochlorite, commonly referred to as chlorine, is also less hazardous to work with and has the same residual protection as chlorine gas. The liquid sodium hypochlorite is delivered in bulk to the City’s well sites and stored onsite, where it is then injected into the water distribution system using precision-metering devices to deliver accurate concentrations in accordance with DDW standards. The City’s Water Production Technicians monitor the chlorine residuals on a daily basis to ensure levels are consistent and safe.

### **DISCUSSION**

On May 17, 2022, the City Council approved a purchase order with Waterline Technologies, Inc. in the amount of \$95,100.75 for the purchase and delivery of liquid sodium hypochlorite to be used for the disinfection of the City’s municipal water system. Annually, the City purchases approximately 45,000 gallons of sodium hypochlorite. Due to industry-wide cost increases on raw materials, production costs, and transportation costs, Waterline Technology has offered to extend the agreement with a 43%, or \$0.82 per gallon, price increase. This would bring the total purchase order amount to \$136,434.37. Staff has evaluated the industry-wide costs associated with the production and delivery of sodium hypochlorite and has determined that the requested price increase is reasonable in relation to current industry pricing. Waterline Technologies, Inc. is the lowest cost supplier of those surveyed. It is, therefore, recommended that the City Council extend the purchase order with the requested increase for one-year.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Sufficient funds have been budgeted in the Fiscal Year 2023-24 Water Operations Budget for the purchase of bulk liquid sodium hypochlorite.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project and is therefore exempt under the California Environmental Quality Act (“CEQA”); and approve a one-year extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City’s municipal water supply in the amount of \$136,434.37.

Purchase Order Extension for Sodium Hypochlorite  
June 6, 2023  
Page 3 of 3

Approved:



Dominic Lazzaretto  
City Manager



# STAFF REPORT

Office of the City Manager

**DATE:** June 6, 2023

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** REPORT, DISCUSSION, AND DIRECTION REGARDING THE ANNUAL LAW DAY EVENT  
**CEQA: Not a Project**  
**Recommendation: Provide Direction**

## **SUMMARY**

At the Regular City Council Meeting on May 16, 2023, Council Member Kwan received support to place the topic of reviewing Law Day on the June 6 City Council Meeting Agenda. This Staff Report will provide a brief overview of the annual Law Day event, including its purpose, history, and the City's role in the event. At the conclusion of the discussion, it is recommended that the City Council provide direction regarding the City's involvement in the annual Law Day event.

## **BACKGROUND**

Law Day has been held in partnership with the Arcadia Chinese Association ("ACA") and the City of Arcadia for more than 22 years. Law Day aims to connect local attorneys with Arcadia residents who seek legal counseling. For a few hours each year, community members can receive free legal counseling through a 20-minute meeting with a local attorney. The event was the brainchild of then-Council Member Gary Kovacic, who remains highly involved in organizing the event and attracting attorneys.

The Arcadia Chinese Association ("ACA") is a 501(c)3 service organization that seeks to serve Chinese residents by bridging cultural gaps, enhancing the understanding of government, citizenship, and civic affairs, and serve the community through volunteerism. Since its inception, on the day of the event, the ACA provides significant energy and resources to organizing the workloads of individual attorneys and queuing the attendees. This remains the most complicated part of the event with 20-30 ACA volunteers assisting with this effort. Following the event, the ACA hosts a free luncheon for all participating attorneys as a token of their appreciation.

The attorneys that participate typically specialize in the areas of family law, immigration, estates and trusts, real estate, business and labor law, bankruptcy, criminal law, and landlord-tenant issues, among other areas. The attorneys volunteer their services pro bono and are not permitted to market their services to attendees through participation in this event.

Historically, the City covered any direct expenses related to this event. The majority of the costs for Law Day were staff time in the City Manager's Office to prepare and mail letters, design flyers for the event, and print handout materials, if needed. In addition, the event is advertised using an over-the street banner that needs to be updated annually and replaced it deteriorates. There were some minor overtime costs each year from hourly staff in the City Manager's Office attending to help coordinate the event.

During the May 19, 2020, Study Session, former Mayor Roger Chandler introduced a discussion about the City's involvement with the annual Law Day event. Specifically, Mr. Chandler expressed his belief that Law Day provided more benefit regionally than to Arcadia residents, and thus, the City's financial support of the event should be discontinued. Following this discussion, the City Council learned that the ACA sought sole responsibility for the Law Day event, including any associated expenses.

Based on this information, the City Council proceeded to eliminate the City's sponsorship of the annual Law Day event during its June 2, 2020, meeting. The City Council accepted the offer from the ACA to transfer over the administration and direct costs of the Law Day event and to waive any costs for the use of City facilities. The motion was made by former Council Member Tom Beck and seconded by Council Member Paul Cheng; this change was projected to save the City approximately \$2,000 annually. The annual Law Day event was paused in 2020, 2021, and 2022 due to the Coronavirus Pandemic, making 2023 the first year the Law Day event will occur since 2019 and the first time under this new model.

## **DISCUSSION**

Historically, the Law Day event has been held at the Arcadia Public Library. Through the use of a City facility, the room rental can be offered as in-kind services. The expectation for 2023 is for the room rental fee of \$375 (\$125 per hour) to be waived as part of the City Council's directive, issued on June 2, 2020.

Additionally, the City helps promote Law Day through its print and digital platforms as it has done for other events like the Arcadia Festival of Bands, Downtown Holiday Fair, Patriotic Festival, Halloween Haunting, Derby Day 5K, Chamber of Commerce events, and Menorah Lighting and Geld Drop. The City may choose not to offer this support if it wishes to stop supporting the event altogether; there would be no discernable savings for doing so.

Any direct costs for this year's event have been absorbed by the ACA, who are also overseeing the administrative details for the event that were previously handled by the City Manager's Office. To date, the only known expense to the City is a cost of approximately \$75 to update the street banner, which the ACA will cover. The installation of the banner was handled as part of the normal rotation of the banners by City staff and these costs were not charged to the ACA. If the City Council has a desire to eliminate all in-kind services provided for the Law Day event, the City could require installation and removal be done by a private company and a \$165 fee could be charged for permitting the banner.

No staff from the City Manager's Office will be attending the Law Day event, since the administration is now handled by the ACA.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The City no longer incurs any direct costs related to the Law Day event; however, it is possible for the City to charge the ACA for the in-kind services that are currently waived.

Should the City choose to take over Law Day completely, costs would likely exceed the \$2,000 that was once budgeted for the event. The increase in costs would be a result of additional staff time incurred to replace the volunteer efforts of the ACA during the event. The exact additional cost is unknown at this time, but it is expected to be less than \$5,000. Alternately, another civic organization would need to be identified to provide the support staff for the event.

### **RECOMMENDATION**

Based on the information presented in the staff report, it is recommended that City Council provide direction regarding the City's involvement in the annual Law Day event with the Arcadia Chinese Association.