

CITY OF ARCADIA

City Council Regular Meeting Agenda



Tuesday, October 17, 2023, 6:00 p.m.

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

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

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

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

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

How to Submit Public Comment:

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

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

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

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

如何提交公众评论意见：

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

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

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

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

CALL TO ORDER

ROLL CALL OF CITY COUNCIL MEMBERS

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

PUBLIC COMMENTS (5-minute time limit each speaker)

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

CLOSED SESSION

- a. Pursuant to Government Code Section 54956.9 (d)(1) to confer with legal counsel regarding the matter of City of Whittier, et al. v. County of Los Angeles, Los Angeles Superior Court (Case No. 23STCP03579)

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

1. CALL TO ORDER

2. INVOCATION

Rabbi Sholom Stiefel, Chabad of Arcadia

3. PLEDGE OF ALLEGIANCE

Girl Scout Troop 16581

4. ROLL CALL OF CITY COUNCIL MEMBERS

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

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

6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

7. PRESENTATIONS

- a. Presentation of a \$30,000 donation from the Friends of the Arcadia Public Library to the Arcadia Public Library.

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 October 3, 2023.
CEQA: Not a Project
Recommended Action: Approve
- b. Ordinance No. 2397 related to Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to artificial turf in residential zones and allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit.
CEQA: Exempt
Recommended Acton: Adopt
- c. Resolution No. 7527 changing the name of Colorado Street to Colorado Boulevard within City limits, with the exception of the frontage road portion between Harvard Drive and Princeton Road.
CEQA: Not a Project
Recommended Action: Adopt
- d. Resolution No. 7528 amending Resolution No. 7383 establishing compensation and related benefits for City Council, Executive Management, Management, and

Unrepresented Confidential Employees for July 1, 2021, through June 30, 2024 (Project Manager).

CEQA: Not a Project

Recommended Action: Adopt

- e. Donation in the amount of \$30,000 from the Friends of the Arcadia Public Library to fund ongoing children's and teen programming for Fiscal Year 2023-24.
CEQA: Not a Project
Recommended Action: Accept
- f. Donation in the amount of \$33,550 from the Arcadia Police Foundation for the Arcadia Police Department's Police Service Dog (K-9) Program.
CEQA: Not a Project
Recommended Action: Accept
- g. Extension to the Professional Services Agreement with ABM Industry Groups, LLC. for Janitorial and Porter Services at various City facilities in an amount not to exceed \$418,278.42.
CEQA: Not a Project
Recommended Action: Approve
- h. Extension to the Management Agreement with Touchstone Golf, LLC. for the management of operations and maintenance of the Arcadia Par 3 Golf Course.
CEQA: Not a Project
Recommended Action: Approve
- i. Purchase of 3,203 acre-feet of imported cyclic storage water from the Main San Gabriel Basin Watermaster in the amount of \$3,068,474.
CEQA: Not a Project
Recommended Action: Approve
- j. Reject the one proposal received for Design-Build Services for the Bonita Park Concession Building Improvement Project and direct staff to re-design the project and solicit additional proposals.
CEQA: Not a Project
Recommended Action: Approve
- k. Accept all work performed by California Professional Engineering, Inc. for the Santa Anita Avenue Corridor Phase 2 Traffic Signal Improvements, at the intersections of Santa Anita Avenue and Colorado Boulevard, Santa Clara Street, Diamond Street, Wistaria Avenue and Virginia Drive, as complete.
CEQA: Exempt
Recommended Action: Approve
- l. Accept all work performed by Mission Paving and Sealing, Inc. for the Fiscal Year 2022-23 Annual Slurry Seal Project as complete.
CEQA: Exempt
Recommended Action: Approve

11. ADJOURNMENT

The City Council will adjourn this meeting in memory of the innocent lives lost in the conflict between Israel and Palestine to November 7, 2023, 6:00 p.m. in the City Council Conference Room. Arcadia extends its deepest sympathy to the Jewish community.

Welcome to the Arcadia City Council Meeting!

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

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

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) 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)。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。

**ARCADIA CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 3, 2023**

1. **CALL TO ORDER** – Mayor Verlato called the Regular Meeting to order at 7:01 p.m.
2. **INVOCATION** – Reverend John Scholte, Arcadia Community Church
3. **PLEDGE OF ALLEGIANCE** – Girl Scout Troop 6031
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

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

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

City Manager Lazzaretto had nothing to report.

6. **PRESENTATIONS**

- a. Presentation of Fire Prevention Week Proclamation.
- b. Presentation of the Mayor's Certificate to Susan Guo of the Arcadia Chinese Association and Karen Mac Nair of the Arcadia Chamber of Commerce for their collaboration on the 2023 Moon Festival.
- c. Presentation of an informational update from the San Gabriel Valley Council of Governments Executive Director, Marisa Creter, and Management Analyst Turner Lott.
- d. Presentation of the American Councils for International Education's Young Southeast Asia Leaders Initiative ("YSEALI") Sustainable Development and the Environment Fellows in the City of Arcadia.

7. **APPOINTMENTS**

- a. Appointment to the Recreation and Parks Commission.
CEQA: Not a Project
Recommended Action: Make Appointment to Fill Unexpired Term

City Manager Lazzaretto presented the Staff Report.

After City Council discussion, a motion was made by Council Member Kwan and seconded by Mayor Verlato to select Jaime Lee to fill the unexpired term.

A substitute motion was made by Mayor Pro Tem Cao, seconded by Council Member Wang, and carried on roll call vote to advertise and reopen the public application process to fill the unexpired term, with the intent of offering a 30-day application period.

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

8. PUBLIC HEARING

- a. Ordinance No. 2397 related to Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to artificial turf in residential zones and allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit.

CEQA: Exempt

Recommended Action: Introduce and Approve

City Manager Lazzaretto introduced the item and indicated it would be split into two parts for City Council discussion; he asked the City Attorney to further explain the potential conflict arising from the tutoring and educational component of the proposed text amendments.

City Attorney Maurer recommended Council Member Wang declare a disqualifying conflict out of an abundance of caution, since she owns tutoring and educational centers in Arcadia; he indicated that the FPPC Regulations allow for segmenting the discussion and action on a decision, if it can be segmented without affecting the two parts; he further announced that Council Member Wang would step out of the City Council Chambers for the introduction of the Ordinance and the discussion on tutoring and educational centers.

Council Member Wang left the City Council Chambers at 8:00 p.m.

Associate Planner Arreola presented the Staff Report on allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit.

Mayor Verlato opened the Public Hearing.

No one appeared.

Mayor Verlato closed the Public Hearing.

It was moved Mayor Pro Tem Cao, seconded by Council Member Kwan, and carried on a roll call vote to introduce and approve that portion of Ordinance No. 2397 related to Text Amendment No. 23-01 to allow tutoring and educational centers in places of religious assembly through a Conditional Use Permit; and find that this item is exempt from CEQA .

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

Council Member Wang returned to the City Council Chambers at 8:05 p.m.

Associate Planner Arreola presented the Staff Report regarding artificial turf in residential zones.

Mayor Verlato opened the Public Hearing.

No one appeared.

Mayor Verlato closed the Public Hearing.

After City Council discussion, it was moved by Mayor Pro Tem Cao, seconded by Council Member Kwan, and carried on a roll call vote to introduce and approve Ordinance No. 2397 related to Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to artificial turf in residential zones; and find that this item is exempt from CEQA.

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

Mayor Verlato noted for the record that her vote was yes with an objection to the portion of the Ordinance that prohibits artificial turf in northwest Arcadia, the Highland Oaks neighborhood. City staff commented that the prohibition on artificial turf within 100 feet of any structure in the Very High Fire Hazard Severity Zone is enacted by the State of California, and not a mandate any municipality can opt out of.

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

Susan Guo, an Arcadia resident and Co-President of the Arcadia Chinese Association, appeared and announced that the Arcadia Chinese Association is collaborating with Waste Management to host a series of Electronic Waste Recycling Events; and she indicated that the first event will be held on October 13 in the Masonic Center Parking Lot.

Jamie Lee, an Arcadia resident and member of the Arcadia Chinese Association, appeared and spoke on the importance of Electronic Waste Recycling, inviting all to attend the upcoming event on October 13.

Gerri Lin, an Arcadia resident, appeared and congratulated Mayor Verlato on her appointment; she expressed her frustration over her claim for damages; and she further expressed concerns regarding possible home birthing centers.

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

Council Member Wang announced that she attended the League of California Cities 2023 Annual Conference in Sacramento; the Arcadia Performing Arts Foundation Ruben and Clay Twenty Years - One Night Gala Concert; the 74th Anniversary Ceremony commemorating the founding of the People's Republic of China; the Foothill Unity Golden Plate Award Ceremony; Asian Fall Festival Opening Ceremony at Santa Anita Park; the 99 Ranch Market Grand Opening at the Shops at Santa Anita; Arcadia's Moon Festival; and she thanked Mayor Verlato, the Arcadia Chamber of Commerce, and the Arcadia Chinese Association for their joint efforts in facilitating a great Moon Festival event

Council Member Cheng indicated that birthing homes are a problem to neighborhoods as well as taxpayers; he encouraged all to come together and work as a community; he thanked City Council for their effort and commitment to the City; and he provided words of encouragement for anyone experiencing hardship in their life.

Mayor Pro Tem Cao announced that he attended the League California Cities 2023 Annual Conference in Sacramento; the Asian Youth Center Award Program; the Arcadia Performing Arts Foundation Ruben and Clay Twenty Years - One Night Gala Concert; the League of California Cities Los Angeles Division Board of Directors Meeting; the Foothill Unity Golden Plate Award

Ceremony; the 99 Ranch Market Grand Opening at the Shops at Santa Anita; the Arcadia Moon Festival; and he indicated that on October 1, the Los Angeles County Superior Court implemented the Zero Bail Policy; he provided details of the Zero Bail Policy and further expressed his commitment to public safety.

Council Member Kwan indicated that the Zero Bail Policy poses a threat to our community; she praised the City of Arcadia for joining 11 other southland cities on an injunction to block the Zero Bail Policy; she shared a video clip highlighting Mayor Verlatto's interview with NewsNation on the City's opposition to this policy; she announced that she attended the Foothill Gold line JPA Meeting; the Downtown Arcadia Improvement Association Board Meeting; the Foothill Unity Golden Plate Award Ceremony; the 99 Ranch Market Grand Opening at the Shops at Santa Anita; the Arcadia Moon Festival; and she thanked the Arcadia Chinese Association and the Arcadia Chamber of Commerce for their partnership on the event.

Mayor Verlatto announced that she attended the 99 Ranch Market Grand Opening at the Shops at Santa Anita; the Foothill Unity Golden Plate Award Ceremony; the Arcadia Performing Arts Foundation Ruben and Clay Twenty Years - One Night Gala Concert; and she shared photos from some of the events that she attended. Mayor Verlatto indicated that it is Breast Cancer Awareness Month and announced that the Arcadia Firefighters' Association is selling branded apparel to fundraise donations to City of Hope cancer treatment center; she announced that the City of Arcadia joined the injunction to stop the implementation of the Zero Bail Schedule and the new policy will not improve public safety; she further announced that October 4 is the San Gabriel Valley Council of Governments Homelessness Committee Meeting; on October 5 she will be building homes with the Habitat for Humanity; she announced that the USC Arcadia Foundation will hold their annual Crystal Ball Fundraiser this weekend; and she invited all to attend Mahjong with the Mayor on October 13 from 1-3 at the Arcadia Community Center, and Coffee with the Mayor on October 17 at 9:00 a.m. at the Arcadia Community Center.

City Clerk Glasco indicated that he was unable to attend the Arcadia Moon Festival; however, he wore his red polo in support of the event.

11. CONSENT CALENDAR

- a. Special Meeting Minutes of September 16, 2023, and Regular Meeting Minutes of September 19, 2023.
CEQA: Not a Project
Recommended Action: Approve
- b. Mayor's appointments of City Council Members to City boards, commissions, and outside agencies.
CEQA: Not a Project
Recommended Action: Receive and File
- c. Professional Services Agreement with Trovao and Associates, Inc. dba The Christmas Light Guy Company to provide holiday decorations for the 2023 holiday season in the amount of \$45,000.
CEQA: Not a Project
Recommended Action: Approve
- d. Contract with West Coast Arborists, Inc. for annual tree trimming services, tree removal, and replacement in the amount of \$424,350.
CEQA: Not a Project
Recommended Action: Approve

- e. Memorandum of Agreement with the San Gabriel Valley Council of Governments for participation in the San Gabriel Valley Regional Food Recovery Program.
CEQA: Not a Project
Recommended Action: Approve
- f. Purchase Order with Falcon Fuels, Inc. for the purchase and delivery of fuel for the City's Fleet in an amount not to exceed \$510,000.
CEQA: Not a Project
Recommended Action: Approve
- g. Purchase Order with George Chevrolet for the purchase of one new 2023 Chevrolet Bolt Electric Utility Vehicle ("EUV") in the amount of \$36,500.
CEQA: Not a Project
Recommended Action: Approve
- h. Purchase order with the Amgraph Group for Fabrication and Installation of Banners for the 2023 Breeders' Cup in the amount of \$40,803.78 and authorization of additional expenses in support of the Breeders' Cup.
CEQA: Not a Project
Recommended Action: Approve

It was moved by Mayor Pro Tem Cao, seconded by Council Member Cheng, and carried on a roll call vote to approve Consent Calendar Items 11.a through 11.h.

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

12. CITY MANAGER

- a. Resolution No. 7526 amending the Fiscal Year 2021-22 Capital Improvement Program Budget and authorizing a supplemental budget appropriation for the Newcastle Park Renovation Project in the amount of \$3,107,014.40, offset by a reduction in the Parks and Recreation Facilities Fund; and approve a design-build contract with Axiom Group for the design and construction of the Newcastle Park Renovation Project in the amount of \$6,858,014.40, and approve a 10% contingency.
CEQA: Exempt
Recommended Action: Adopt and Approve

Public Works Services Director Cranmer presented the Staff Report.

After City Council discussion, it was moved by Council Member Cheng, seconded by Mayor Pro Tem Cao, and carried on a roll call vote to adopt Resolution No. 7526 amending the Fiscal Year 2021-22 Capital Improvement Program Budget and authorizing a supplemental budget appropriation for the Newcastle Park Renovation Project in the amount of \$3,107,014.40, offset by a reduction in the Parks and Recreation Facilities Fund; and approve a design-build contract with Axiom Group for the design and construction of the Newcastle Park Renovation Project in the amount of \$6,858,014.40, and approve a 10% contingency; and determine this project is a Class 1 exemption under CEQA.

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

ABSENT: None

13. ADJOURNMENT

The City Council adjourned at 9:49 p.m. to Tuesday, October 17, 2023, at 6:00 p.m. in the City Council Conference Room.



Rachelle Arellano
Assistant City Clerk



STAFF REPORT

Development Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Lisa Flores, Deputy Development Services Director
Prepared By: Edwin Arreola, Associate Planner

SUBJECT: ORDINANCE NO. 2397 RELATED TO TEXT AMENDMENT NO. 23-01 AMENDING VARIOUS SECTIONS OF ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO ARTIFICIAL TURF IN RESIDENTIAL ZONES AND ALLOWING TUTORING AND EDUCATIONAL CENTERS IN PLACES OF RELIGIOUS ASSEMBLY THROUGH A CONDITIONAL USE PERMIT
CEQA: Exempt
Recommendation: Adopt

SUMMARY

At its regular meeting on October 3, 2023, the City Council introduced Ordinance No. 2397 to approve Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code to increase the allowable area for artificial turf in residential zones and allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit – refer to Attachment No. 2. The Ordinance was approved by the City Council – refer to Attachment No. 1 for final draft of the text amendment under Ordinance No. 2397.

It should be noted that Council Member Wang recused herself from the portion of the discussion regarding tutoring and educational centers, due to her involvement in that industry in Arcadia. Any vote she takes on this item should only apply to the artificial turf portion of the proposed Ordinance.

ENVIRONMENTAL ANALYSIS

The proposed changes to the Development Code pertaining to artificial turf in residential zones and tutoring and educational centers in places of religious assembly are exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3), as it can be seen with certainty that the proposed text amendments would not have a significant effect on the environment, and thus, are not subject to CEQA review.

RECOMMENDATION

It is recommended that the City Council find that the proposed action is exempt from CEQA; and adopt Ordinance No. 2397 related to Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to artificial turf in residential zones and allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit with a Categorical Exemption under the California Environmental Quality Act (“CEQA”).

Approved:



Dominic Lazzaretto
City Manager

Attachment No. 1: Ordinance No. 2397 with Exhibits

Attachment No. 2: City Council Staff Report (with no attachments), dated October 3, 2023

ORDINANCE NO. 2397

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, RELATED TO TEXT AMENDMENT NO. 23-01 AMENDING VARIOUS SECTIONS OF ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO ARTIFICIAL TURF IN RESIDENTIAL ZONES AND ALLOWING TUTORING AND EDUCATIONAL CENTERS IN PLACES OF RELIGIOUS ASSEMBLY THROUGH A CONDITIONAL USE PERMIT

WHEREAS, the Development Services Department initiated a text amendment to amend and update various sections of the City's Development Code under Text Amendment No. 23-01 (referred to as "Text Amendment"); and

WHEREAS, the proposed Text Amendment will result in changes to Article IX, Chapter 1, of the Municipal Code pertaining to: (i) allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit as shown under Exhibit "A" of this Ordinance; and (ii) allowing more artificial turf in the front and street side yards on residentially zoned properties as shown under Exhibits "B" and "C" of this Ordinance; and

WHEREAS, on June 5, 2023, Planning Services completed an environmental review of the proposed Text Amendment and determined that it is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061 (b)(3) of the CEQA Guidelines, where it can be seen with certainty that the Text Amendment would not have a significant effect on the environment and, thus, the proposed Text Amendment is not subject to CEQA review; and

WHEREAS, on July 25, 2023, the Planning Commission held a duly-noticed public hearing and considered the Text Amendment; there was one public comment in favor of

the proposed changes from one of the affected property owners with non-permitted artificial turf; and

WHEREAS, after the public hearing, the Planning Commission adopted Resolution No. 2129 with a 4-0 vote, recommending that the City Council approve the Text Amendment; and

WHEREAS, on September 14, 2023, the City published notice of the City Council public hearing concerning the Text Amendment in a newspaper of general circulation (Arcadia Weekly); and

WHEREAS, on October 3, 2023, the City Council held a duly noticed public hearing on the Text Amendment, at which time all interested persons were given full opportunity to be heard and to present evidence; and

WHEREAS, after the public hearing, the City Council took two separate actions on the Text Amendment. The first motion was a 4-0 vote (with Councilmember Wang recused) to approve the text amendment and introduce Ordinance No. 2397 to allow tutoring and educational centers in places of religious assembly through a Conditional Use Permit. The second motion was a 5-0 vote to approve the second text amendment and introduce Ordinance No. 2397 to allow more artificial turf in the front and street side yards on residentially zoned properties.

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

SECTION 1. The factual data submitted by the Development Services Department in the October 3, 2023, staff report is true and correct.

SECTION 2. This City Council finds, based upon the entire record, including without limitation to the staff report and related documents presented before the City Council:

1. The proposed Development Code amendment is consistent with the goals, policies, and objectives of the General Plan and any applicable specific plan(s).

FACTS: The proposed amendments are consistent with the policies of the General Plan, which serves as a guide to address the long-term physical development and growth of the City.

The proposed amendment to allow more artificial turf on residentially zoned properties will ensure that the urban design practices will further reduce water consumption, pollution, and greenhouse gas emissions and support the needs of the City residents with the following General Plan goal and policies:

Resource Sustainability Element

- Goal RS-4: Wise and sustainable water use practices that respond to and support the needs of City residents and businesses.
- Policy RS-4.3: Require that applications for major new development projects address the adequacy and reliability of water supplies as described in SB 610.
- Policy RS-4.6: Implement aggressive public and private programs to reduce water use and water waste associated with landscape irrigation, including the planting of native and drought-tolerant plants, use of efficient irrigation systems, and collection and recycling of runoff.

The proposed amendment to allow tutoring and educational centers to serve as accessory uses at places of religious assembly through a Conditional Use Permit process

is consistent with the General Plan because it encourages the City to tailor its regulations to respond to the market as it changes, maximize revenue, and maintain appropriate business mix and to provide economic opportunities for the various uses in the City. Allowing tutoring and educational centers would be an appropriate mix of uses within a place of religious assembly since many of these religious facilities already offer this type of service or programs through their ministry and have the facility to accommodate such use. This proposed amendment is consistent with the following General Plan goal and policies:

Economic Development Element

- Policy ED-1.9: Tailor regulations to respond to market changes, maximize revenue, and maintain the appropriate business mix.

Land Use Element

- Goal LU-1: A balance of land uses that preserves Arcadia’s status as a Community of Homes and a community of opportunity.
- Policy LU-1.2: Promote new uses of land that provide diverse economic, social, and cultural opportunities, and that reinforce the characteristics that make Arcadia a desirable place to live.

The proposed amendment to the artificial turf is consistent with the City’s General Plan because it puts measures in place that will promote water conservation through landscaping, and the proposed amendment to allow tutoring and educational centers in places of religious assembly will help the existing religious organizations provide other opportunities that are currently compatible with their existing operation. Therefore, the

proposed Text Amendment and ordinance are consistent with the City's adopted General Plan and any applicable specific plan(s).

2. The proposed Text Amendment is internally consistent with other applicable provisions of this Development Code.

FACTS: The proposed amendments are internally consistent with other applicable provisions of this Development Code in that artificial turf is currently allowed on residentially zoned property. The amendment would only increase the percentage to allow more, while also amending the applicable provisions concerning the installation, specification of the products, and provisions to ensure that it is a well thought out design. Other provisions regarding landscaping and hardscape materials will remain the same. As for the amendment to allow tutoring and educational centers within places of religious assembly, it will also be internally consistent with provisions of the Development Code because any approval would be subject to a discretionary review through a Conditional Use Permit to ensure that all potential impacts will be addressed and that the proposed use would be compatible with the existing use on-site and with the surrounding business and/or community. Therefore, the Text Amendment is internally consistent with other applicable provisions of this Development Code.

SECTION 3. The City Council hereby determines that the Text Amendment is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) which exempts from review where it can be seen with certainty that there is no possibility that the Text Amendment may have a significant effect on the environment and thus, is not subject to CEQA review.

SECTION 4. The City Council hereby adopts the Text Amendment.

SECTION 5. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of same to be posted per Resolution No. 7483. This Ordinance shall take effect on the thirty-first (31st) day after its adoption.

Passed, and adopted this 17th day of October, 2023.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Mauer
City Attorney

[Page Left Intentionally Blank]

EXHIBIT “A”

**Development Code, Division 2 – Land Use Regulations and Allowable
Uses**

Development Code - Division 2 – Land Use Regulations and Allowable Uses

The new language is shown in "red." Strikethrough for any language to be deleted

9102.01.020 Land Use Regulations and Allowable Uses
Amended by Ord. No. 2347
Amended by Ord. No. 2348
Amended by Ord. No. 2363
Amended by Ord. No. 2369 & 2370

A. Allowed Uses. Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) indicates the uses allowed within each residential zone and any permits required to establish the use, pursuant to Division 7 (Permit Processing Procedures). The regulations for each zone are established by letter designations as follows:

"P" represents permitted (allowed) uses.

"A" represents accessory uses.

"M" designates uses that require the approval of a Minor Use Permit subject to requirements of Section 9107.09 (Conditional Use Permit and Minor Use Permit) of this Development Code.

"C" designates uses that require the approval of a Conditional Use Permit subject to requirements of Section 9107.09 (Conditional Use Permit and Minor Use Permit) of this Development Code.

"--" designates uses that are not permitted.

B. Director Determination. Land uses are defined in Division 9 (Definitions). In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification substantially similar in character. Land uses not listed in the table or not found to be substantially similar to the land uses below are prohibited.

C. Specific Use Regulations. Where the last column in Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) includes a Section, Subsection, or Division number, the regulations in the referenced Section, Subsection, or Division shall apply to the use.

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones		P						
		Permitted						
		A	Permitted as an Accessory Use					
		M	Minor Use Permit Required					
		C	Conditional Use Permit Required					
		--	Not Allowed					
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations	
Other Uses								

Antennas and Wireless Communication Facilities - Co-location or Panel	--	--	--	--	P	P	Exception: All facilities are permitted on City-owned properties and public rights-of-way. New standalone facilities are not permitted in Architectural Design (D) overlay zones. See also Subsection 9104.02.050 (Antennas and Wireless Communication Facilities)
Antennas and Wireless Communication Facilities - Standalone Facility	--	--	--	--	--	--	
Places of Religious Assembly	--	C	C	C	C	--	Tutoring and Educational Centers may be permitted as an Accessory Use under a Conditional Use
Sports Courts (Private)	P	P	P	P	P	P	Must comply with Subsection 9104.02.330 (Sports Courts in Residential Zones)
Sports Courts (Private) with Lighting	M	M	M	M	M	M	
Recharging Stations	A	A	A	A	A	A	
Utility Structures and Service Facilities	C	C	C	C	C	C	

**9102.03.020 Land Use Regulations and Allowable Uses
Amended by Ord. No. 2375**

A. Allowed Uses. Table 2-8 (Allowed Uses and Permit Requirements for Commercial and Industrial Zones) indicates the land use regulations for Commercial and Industrial zones and any permits required to establish the use, pursuant to Division 7 (Permit Processing Procedures). The regulations for each zone are established by letter designations as follows:

“P” represents permitted (allowed) uses.

“A” represents accessory uses.

“M” designates uses that require the approval of a Minor Use Permit subject to requirements of Section 9107.09 (Conditional Use Permits and Minor Use Permits) of this Development Code.

“C” designates uses that require the approval of a Conditional Use Permit subject to requirements of Section 9107.09 (Conditional Use Permits and Minor Use Permits) of this Development Code.

“--” designates uses that are not permitted.

B. Director Determination. Land uses are defined in Division 9 (Definitions). In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification substantially similar in character. Land uses not listed in the table or not found to be substantially similar to the land uses below are prohibited.

C. Specific Use Regulations. Where the last column in Table 2-8 includes a Section, Subsection, or Division number, the regulations in the referenced Section, Subsection, or Division shall apply to the use.

Table 2-8 Allowed Uses and Permit Requirements for Commercial and Industrial Zones		P	Permitted by Right ⁽¹⁾			
		A	Permitted as an Accessory Use			
		M	Minor Use Permit			
		C	Conditional Use Permit			
		--	Not Allowed			
Land Use	C-O	C-G	C-R	M-1	Specific Use Regulations	
Other Uses						
Assembly/Meeting Facilities, Public or Private	M	M	--	M		
Donation Box – Outdoor	M	M	--	M	See Subsection 9104.02.120 (Donation Box – Outdoor)	
Drive-Through or Drive-Up Facilities	--	C	--	C	See Subsection 9104.02.130 (Drive-through and Drive-up Facilities)	
Extended Hours Uses	C	C	M	C	See Subsection 9104.02.150 (Extended Hours Uses)	
Places of Religious Assembly	M	M	--	M	Tutoring and Educational Centers may be permitted as an Accessory Use under a Conditional Use Permit.	
Stable, Public and Private	--	--	--	C		
Reverse Vending Machines – Consumer Goods	P	P	P	P	Allowed indoors only	
Vending Machines	P	P	P	P	Allowed indoors only	

9102.05.020 Land Use Regulations and Allowable Uses in Downtown Zones

Amended by Ord. No. 2348 & 2356

Amended by Ord. No. 2369 & 2370

Amended by Ord. No. 2375

A. Allowed Uses. Table 2-10 (Allowed Uses and Permit Requirements for Downtown Zones) indicates the land use regulations for the Downtown zones and any permits required to establish the use, pursuant to Division 7

(Permit Processing Procedures). The regulations for each zone are established by letter designations as follows:

“P” represents permitted (allowed) uses.

“A” represents accessory uses.

“M” designates uses that require the approval of a Minor Use Permit subject to requirements of Section 9107.09 (Conditional Use Permits and Minor Use Permits) of this Development Code.

“C” designates uses that require the approval of a Conditional Use Permit subject to requirements of Section 9107.09 09 (Conditional Use Permits and Minor Use Permits) of this Development Code.

“UF” designates uses that are permitted on upper floors only, and are not allowed on the ground floor of a structure.

“--” designates uses that are not permitted.

B. Director Determination. Land uses are defined in Division 9 (Definitions). In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification substantially similar in character. Land uses not listed in the table or not found to be substantially similar to the land uses below are prohibited.

C. Specific Use Regulations. Where the last column in Table 2-10 (Allowed Uses and Permit Requirements for Downtown Zones) includes a Section, Subsection, or Division number, the regulations in the referenced Section, Subsection, or Division shall apply to the use.

Table 2-10 Allowed Uses and Permit Requirements for Downtown Zones Land Use	P A C M -- (UF)	Permitted by Right Permitted as an Accessory Use Conditional Use Permit Minor Use Permit Not Allowed Upper Floor Permitted, Not Allowed on Ground Floor				Specific Use Regulations
	CBD	MU	DMU	CM		
Utility Structures and Service Facilities	P	P	P	P	P	Subject to Site Plan and Design Review pursuant to Section 9107.19 (Site Plan and Design Review).
Other Uses						
Assembly/Meeting Facilities, Public or Private	--	--	--		M	
Donation Box – Outdoor	--	--	--		M	
Extended Hours Use	M	C	M		C	See Subsection 9104.02.150 (Extended Hours Uses)
Places of Religious Assembly	--	--	--		M	Tutoring and Educational Centers may be permitted as an Accessory Use under a Conditional Use Permit
Drive-Through or Drive-Up Facilities	--	--	--		C	See Subsection 9104.02.130 (Drive-through and Drive-up Facilities)
Reverse Vending Machines – Consumer Goods	P	P	P		P	Allowed indoors only
Vending Machines	P	P	P		P	Allowed indoors only
Urban Agriculture	A	A	A		A	

(1) Accessory dwelling units are subject to the development standards in Subsection 9102.01.080.

EXHIBIT "B"

Development Code, Division 3 - Landscaping

Development Code – Division 3 – Landscaping

The new language is shown in “red.” ~~Strikethrough~~ for any language to be deleted.

Section 9105.09 – Landscaping

Subsections:

- 9103.09.010 Purpose and Intent
- 9103.09.020 Applicability
- 9103.09.030 Landscape Plan Required; What Constitutes Landscape Materials
- 9103.09.040 Landscape Requirements
- 9103.09.050 Landscape Irrigation and Maintenance

9103.09.010 Purpose and Intent

The City promotes the value and benefits of landscapes while recognizing the need to conserve water and other resources as efficiently as possible. This Section establishes minimum landscape standards for all uses in compliance with applicable state standards and guidelines and to promote sustainable development. The purpose of this Section is to establish a structure for planning, designing, installing, maintaining, and managing water-efficient landscapes in new construction and rehabilitated projects.

9103.09.020 Applicability

- A. **General.** This Section shall supplement the Water Efficient Landscaping Ordinance (Sections 7554.2–7554.9) and shall be apply to all of the following landscape projects, as listed in Section 7554.3:
1. New construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check, or design review;
 2. Rehabilitated landscapes projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review; and
 3. Existing landscape areas that are one acre or more for which a water efficient landscape worksheet shall be prepared according to the specifications for existing landscapes in the Landscape Documentation Package.
- B. **Exemptions.** The provisions of this Section shall not apply to:
1. Registered local, state or federal historical sites;
 2. Ecological restoration projects that do not require a permanent irrigation system;
 3. Mined-land reclamation projects that do not require a permanent irrigation system; or
 4. Botanical gardens and arboretums open to the public.

9103.09.030 Landscape Plan Required; What Constitutes Landscape Materials

- A. **Plan Check Requirements and Content.** A Landscape Documentation Package prepared by a licensed landscape architect shall be required for all applicable projects as described in the Water Efficient Landscaping Ordinance (see Section 7554.3), and for any project involving the installation of artificial turf within the front or street side yards.

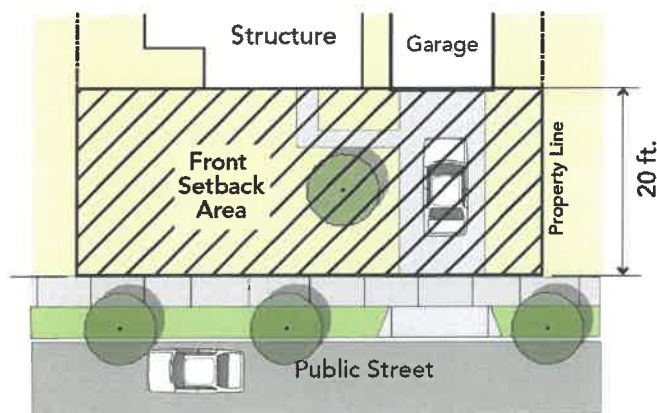
9103.09.040 Landscape Requirements Amended by Ord. No. 2375

- A. **Applicability.** The standards in this Section shall apply to residential and non-residential uses.
- B. **Landscape Requirement for Residential Zones.** All areas of a site not devoted to structures, driveways, or walkways shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.

1. R-M, R-0 and R-1 Zones

- a. The front and street-side areas shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.
- b. Hardscape materials of driveways and pedestrian walkways, including pavement, concrete, interlock pavers, and the use of artificial turf rock, stone, brick, block, wooden planks, or similar material, shall not cover more than 40 percent of the required front setback or street side. See Figure 3-17 (Front Setback Area-60% Landscaping Required). For the use of artificial turf as hardscape within the required front and street side yard areas, see subsection 9103.09.040(D)(b).

**Figure 3-17
Front Setback Area – 60% Landscaping Required**



2. **R-M Zone.** All cut or fill slopes exceeding six feet six inches in vertical height between two or more contiguous lots shall be planted with adequate plant material to protect the slope against erosion. The planting shall cover the bank within two years from the time of planting. The permittee, owner, or developer shall water the planted slopes at sufficient time intervals to promote growth.

3. **R-2 and R-3, and R-3-R Zones.**

- a. The front/street side areas shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.
- b. Hardscape materials of driveways and pedestrian walkways, including pavement, concrete, interlock pavers, and the use of artificial turf **rock, stone, brick, block, wooden planks, or similar material**, shall not cover more than 40 percent of the required front setback or street side. See Figure 3-17 (Front Setback Area-40% Landscaping Required). **For the use of artificial turf as hardscape within the required front and street side yard areas, see subsection 9103.09.040(D)(b).**

C. **Landscape Requirement for Commercial, Mixed Use, and Industrial Zones**

- 1. **Required Areas.** All setbacks, parkways, open areas, plazas, paseos, and non-work areas that are visible from a public street/alley or from a parking lot available to the general public shall be landscaped.
- 2. **Landscape Coverage Requirement.** Shrubs, groundcover, and other plant material shall cover all areas not occupied by structures, parking areas, storage, trash enclosures, driveways, and sidewalks at the time of issuance of a Certificate of Occupancy. Embellished pavement, fountains, and similar hardscape materials may, in part, be substituted for the required landscaping through the Site Plan and Design Review process.
- 3. **Parkway-adjacent Planting and Maintenance.** All landscaped parkway areas located between the sidewalk and the edge of development shall meet the following requirements:
 - a. The ground surface shall contain low shrubbery, mulch, or ground cover to provide coverage within two years.
 - b. If a wall or fence separates the development from the street, planting vines or espalier shrubs shall be incorporated into the planting design.
- 4. **Required Landscaping for Loading Areas.** Loading areas shall incorporate landscaping to provide screening if visible from the public right-of-way, adjacent uses, and pedestrians.
- 5. **Special Requirements for Drive-through Businesses**
 - a. Five-foot-wide raised planters shall be located along the street side property line, except for curb cut openings.
 - b. Three-foot-wide raised planters shall be located along the walls of the interior property lines to a distance equal to the front building line. For this purpose, canopies and other such structural appurtenances shall not be considered the front building line.
 - c. A minimum of 150 square feet of raised planting area shall be located at the intersection of two property lines at a street corner.
 - d. A minimum of 30 square feet of raised planting area shall be located along the building facades fronting on the street.
 - e. All planting areas shall be separated from adjacent asphaltic concrete paving by six-inch minimum curb walls.

D. Artificial Turf

1. Locations Permitted

- a. **Back Yards and Interior Side Setback Areas.** Artificial turf is permitted in any zone within any back yard and/or interior side setback areas.
- b. **Front and Street-Side Yards.** In any residential zone, artificial turf is treated as hardscape. The hardscape shall be limited to 60 percent within the required front or street side yard areas and all the hardscape over the 40 percent maximum shall be artificial turf. If no artificial turf is proposed, then the hardscape shall be limited to 40 percent within the required front or street side yard areas. ~~a maximum of 15 percent of the yard area within the front or street side yards may be installed with artificial turf.~~ Artificial turf shall not be installed within ~~10 feet of a sidewalk or within 20 feet from the curb if there is no sidewalk~~ one foot of the front and street side property line or within one foot of any public easements located in the front or street side yards.
- c. **Not Permitted in Parkway.** Artificial turf is not permitted within any parkway areas.
- d. **Very High Fire Hazard Severity Zone.** Artificial turf that is petroleum based shall not be allowed within 100 feet of a structure in the front, side, or rear yard areas, on properties that are located in the Very High Fire Hazard Severity Zone, per Public Resources Code 4291, to ensure that the defensible space of these properties is clear of any fire fuels.

2. Minimum Standards. To be used in the front or street-side yard, artificial turf must meet minimum standards for materials, installation, and maintenance.

- a. **Materials and Style.** Artificial turf must have a minimum eight-year no-fade warranty as issued by the manufacturer; be cut-pile infill and made from lead-free polypropylene, polyethylene or a blend of such fibers on a permeable backing; and, have a minimum blade length (pile height) of 1.5 inches, or as determined by the Director as manufacturing processes are updated. Nylon-based or plastic grass blades are not permitted. The use of indoor/outdoor carpeting, and artificial shrubs, flowers, trees and vines instead of natural plantings is prohibited. Infill medium must consist of ground rubber; rubber coated sand or other approved mixtures and must be brushed into the fibers of the artificial turf. The style of the fiber, color, and texture shall resemble fescue, rye, and other common natural grass blades.
- b. **Installation.** Artificial turf must be installed per all manufacturer's requirements and must include removal of all existing plant material and top three inches of soil in the installation area; placement of filter fabric or synthetic porous material over compacted and porous crushed rock or other comparable material below the turf surface to provide adequate drainage; and, the area must be sloped and graded to prevent excessive pooling, runoff, or flooding onto adjacent property. Artificial turf areas must be sufficiently drained to live planting areas to provide complete infiltration of runoff. Artificial turf must be separated from live planting areas by a barrier such as a mow strip or bender board to prevent mixing of natural plant materials and artificial turf. Artificial turf must be permanently anchored with nails and glue, and all seams must be nailed, or sewn, and glued, with the grain pointing in a single direction.
- c. **Maintenance.** Artificial turf must be maintained in a green, fadeless condition; free of weeds, stains, debris, tears, holes, depressions, ruts, odors, and looseness at edges and seams. Damaged or worn areas in the artificial turf surface must be repaired or removed and replaced in a manner that results in consistent appearance with the existing artificial turf.

The artificial turf surface must be replaced once it is unable to be maintained as required.
Vehicle parking on artificial turf is prohibited.

9103.09.050 Landscape Irrigation and Maintenance

- A. The owner of any property, or any other person or agent in control of a property, on which is located any retaining walls, cribbing, drainage structures, planted slopes and other protective devices, required according to a permit granted under this Code or required under the issuance of a grading permit, shall maintain the retaining walls, cribbing, drainage structures, planted slopes, and other protective devices in good condition and repair at all times.

- B. All landscaped areas in nonresidential zones shall be provided with a permanent irrigation system installed below grade except for sprinkler heads. All domestic water supply lines to which irrigation systems are connected shall, when necessary, be protected by installation of atmospheric or pressure type vacuum breakers. At least one hose bibb shall be located each 100 linear feet, starting with one hose bibb at the front wall. Hose bibbs, wherever possible, shall be located in planting beds. In no case shall hose bibbs be located where they will interfere with pedestrian or vehicular circulation.

EXHIBIT “C”

Development Code, Division 9 - Definitions

Development Code – Division 9 – Definitions

The new language is shown in “red.” ~~Strikethrough~~ for any language to be deleted.

Section 9109.01 – Definitions

9109.01.020 – “A” Definitions

Artificial Turf. A synthetically derived, natural grass substitute that may be used as a decorative feature in lieu of natural turf in landscape areas. Also known as artificial grass and synthetic turf.

9109.01.050 – “D” Definitions

Defensible Space. The area surrounding a structure that is required to have reduced vegetation and combustible fuels in a very high fire hazard zone. It is required to both protect structures from wildland fires and provide emergency personnel access to perform fire suppression operations.

9109.01.090 – “H” Definitions

Amended by Ord. No. 2348

Amended by Ord. No. 2375

Hardscape. Areas covered by pavement, concrete, interlock pavers, rock, stone, brick, block, wooden planks, artificial turf, or similar materials such as patios, decks, driveways, paths and sidewalks that do not require irrigation. Artificial turf shall not be considered hardscape.

9109.01.130 – “L” Definitions

Landscaping. Any combination of native or exotic plants, lawn, groundcover, trees, shrubs, and other plant materials, plus decorative outdoor and complementary elements such as pools, fountains, water features, paved or decorated walkways or surfaces of rock, stone, brick, block, or similar material (excluding driveways, parking, loading, or storage areas), and sculptural elements. Plants on rooftops or porches or in boxes attached to structures typically are not considered landscaping.



STAFF REPORT

Development Services Department

DATE: October 3, 2023

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Lisa Flores, Deputy Development Services Director
By: Edwin Arreola, Associate Planner

SUBJECT: ORDINANCE NO. 2397 RELATED TO TEXT AMENDMENT NO. 23-01 AMENDING VARIOUS SECTIONS OF ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO ARTIFICIAL TURF IN RESIDENTIAL ZONES AND ALLOWING TUTORING AND EDUCATIONAL CENTERS IN PLACES OF RELIGIOUS ASSEMBLY THROUGH A CONDITIONAL USE PERMIT
CEQA: Exempt
Recommendation: Introduce and Approve

SUMMARY

The Development Services Department has initiated a Text Amendment for various sections of the City's Development Code, including: 1) An amendment to increase the allowable area for artificial turf on residentially zoned properties; and 2) Allow tutoring and educational centers in places of religious assembly through a Conditional Use Permit.

It is recommended that the City Council find that this action is exempt from the California Environmental Quality Act (CEQA); introduce Ordinance No. 2397 (Attachment No. 1) and approve Text Amendment No. 23-01.

BACKGROUND

The subject Ordinance contains two sets of text amendments for consideration by the City Council, with one related to artificial turf and the other pertaining to tutoring and educational centers in places of religious assembly. Despite being two unrelated issues, it is common practice to present all proposed text amendments to the Development Code under the same Ordinance rather than separate processes for each individual issue.

1. Artificial Turf

The first set of text amendments proposed are for an increase in artificial turf area allowed within the front and street side (corner) yard areas of residentially zoned properties. The

City originally created regulations to allow artificial turf in the front and street side yards of residential properties in 2016. This was as a result of Governor Brown signing AB 1164 into law, which prevented cities from prohibiting the installation of artificial turf, along with 23 other related bills to help with the ongoing drought in 2015. Prior to 2016, artificial turf was not permitted on residential properties in the City. Persistent drought conditions and increased requests and community interest in artificial turf has led the City to reconsider artificial turf limitations as a means of water conservation and/or landscape maintenance. Many residents felt that the permitted artificial turf amount is too restrictive and not conducive to saving water as they seek to install larger applications of artificial turf on their properties.

One of the main issues the City experienced with artificial turf are properties that have installed turf areas that exceed the permitted amount. There are currently at least eight properties where artificial turf has been installed within the front yard area that exceed the permitted amount allowed by the City. One of these properties is located within the Very High Fire Hazard Severity Zone (VHFHSZ) area where artificial turf is not permitted. There have been more properties in violation of the artificial turf standards over the years, but they have since been brought into compliance. Most of the property owners who have made these installations are unaware of the artificial turf limitations and did not seek approval from the City. On some occasions, property owners face losing a large investment into their property by having to remove substantial portions of artificial turf to be in compliance with the Development Code.

At the March 7, 2023, City Council Meeting, a presentation was made to better illustrate these issues and to receive direction from the City Council regarding changes to the allowed artificial turf area. The City Council was presented with the option to keep the existing policies, allow for an increased use of artificial turf as hardscape, or allow for an unlimited application of artificial turf. A recommendation was made to increase the percentage of the allowed artificial turf area while keeping the other hardscape materials capped at 40 percent (the current limitation). The City Council agreed that an Ordinance should be considered to increase the artificial turf limit and that information should be included on what other cities allow as well as any associated maintenance and environmental issues.

2. Tutoring at Religious Facilities

The second change proposed to the Development Code through this Text Amendment is to allow tutoring and educational centers in places of religious assembly through a Conditional Use Permit. In recent years, several places of religious assembly have contacted the Planning Division asking if they can lease their vacant classrooms to tutoring businesses. Arcadia has several religious properties throughout the City containing classrooms and other spaces that are underutilized, especially Monday through Friday. Places of religious assembly are often uniquely suited to accommodate tutoring and educational centers due to the complementary operating schedules, large parking lots, and available classroom space. To make better use of these spaces and generate income to support the organization, leasing these rooms to businesses such as

tutoring and educational centers has been requested. Currently, the Development Code does not allow tutoring and educational centers to operate at places of religious assembly. The only accessory uses allowed are day care centers, or schools that are run and operated by the religious organization itself. This text amendment would allow a third party to operate a tutoring and educational center at a place of religious assembly through approval of a Conditional Use Permit. If approved, the text amendment would also allow an existing, unpermitted tutoring center, TECC at the Arcadia Community Church at 121 Alice Street, to apply for a Conditional Use Permit.

DISCUSSION

Section 9103.09.040 of the Arcadia Development Code sets forth development standards for landscape requirements throughout the City, including artificial turf. This section is proposed to be updated to expand the amount of artificial turf permitted in the front and street side yard setbacks for residential properties. The Development Code is also being updated to allow for tutoring and educational centers at places of religious assembly in all zones, subject to a Conditional Use Permit.

1. *Artificial Turf*

Currently, the allotted amount of artificial turf within the front and street yard areas of residential properties is regulated by two standards within the Development Code. The first requires that hardscape materials should not cover more than 40 percent of the front and street side yard areas. The Development Code categorizes artificial turf as a hardscape material along with other materials such as pavement, concrete, rocks, or similar materials. Collectively, all of these materials should not exceed the 40 percent maximum, and any remaining area within these yard spaces should be naturally landscaped. In addition to this standard, artificial turf is independently restricted to consist of no more than 15 percent of the front and street side yard areas. The application of artificial turf must comply with both standards to be permitted.

Under the proposed amendment, the 15 percent limit on artificial turf within the front and street yard areas would be removed and solely regulated by the hardscape percentage. The amount of hardscape would remain at 40 percent if artificial turf is not used but would expand to a maximum of 60 percent if artificial turf is used. Additionally, any hardscape over 40 percent may only be artificial turf - refer to Attachment No. 1, Exhibit A for the entire text amendment. Artificial turf would continue to be prohibited within the public parkway and all remaining areas that are not hardscaped must be naturally landscaped.

After initially considering a sliding scale that would allow a tiered artificial turf percentage for the different lot sizes in the City, specifically allowing more artificial turf for smaller lots, it was determined that a set percentage for all properties would be easier for property owners to understand and for the City to regulate. To better describe the proposal, a property maximizing the proposed changes would have at least 40 percent of the front and/or street yard areas naturally landscaped. At most, 40 percent of the front and corner yards would be hardscaped with materials that comprise the driveways and walkways.

The remaining 20 percent would consist of artificial turf, with the amount potentially fluctuating between the amount of other hardscape materials. A reasonably sized area of natural landscaping could be provided, which can be blended with artificial turf and still provide adequate and functional driveways and walkways.

The increase to the hardscape percentage when artificial turf is proposed was determined through review and analysis of some common issues with artificial turf in the City. Particularly, the ability of smaller lots to include a portion of artificial turf, ensuring that enough landscaped area is being provided to execute a cohesive landscape design within the street facing yards, and evaluation of existing projects with code cases. Furthermore, as requested by the City Council, the increase was compared to other cities in the area. Each of these issues is further discussed below.

Currently, the 15 percent maximum of artificial turf allowed is counted towards the 40 percent maximum hardscape within the front and street yard areas. While allowing some artificial turf on lots with a width of 75 feet or greater, these limits typically prevent most smaller lots from including any artificial turf in the front yard, as the driveways and walkways account for the entire 40 percent maximum hardscape. This is demonstrated with the yard depicted in Figure 1 below. Allowing artificial turf to comprise of any of the hardscape area over 40 percent and up to 60 percent would allow these smaller lots to install at least a portion of artificial turf.



Figure 1 – Narrow Lot that Cannot Apply Any Artificial Turf Under Current Standards

Properties that were in violation of the artificial turf regulations were studied. The two properties shown below show examples of what properties look like with larger amounts of artificial turf and what the property owners did to bring those sites into compliance with the current regulations.



Figure 2, Before – With Artificial Turf that Exceeds the Maximum Limit



Figure 2, After – Artificial Turf Was Replaced with Natural Landscaping

The property above in Figure 2, while providing a balance of natural landscaping and artificial turf type that meets the specifications of the code, was in violation for having over 15 percent of the front yard covered in artificial turf and was required to remove a significant portion of artificial turf to bring it into compliance.



Figure 3, Before – With Artificial Turf that Exceeds Maximum Limit



Figure 3, After – Artificial Turf Replaced with Natural Landscaping

The property above in Figure 3 had a majority of the front yard covered in hardscape consisting of the driveway, walkway, and artificial turf with very small pockets of natural landscaping. Since the driveway and walkway areas took up 40 percent of the front yard on this narrower lot, the artificial turf was removed and replaced with natural turf to comply with the current regulations.

Figure 4 below shows a comparison of the current and proposed regulations on a 25-foot front yard setback on a 75-foot wide lot, a typical lot size in the City, with a 16 foot wide

driveway (gray), a typical driveway width that leads into a two car garage. The **dark green** represents artificial turf, **light green** represents natural landscaping, the gray represents driveway, and hatched lines represent the City's parkway (in some cases it contains a paved sidewalk). A total of 281 square feet of artificial turf (or 15 percent of the front yard) is permitted for a front yard of this size under the current regulations. A total of 725 square feet of artificial turf (or about 38.5 percent of the front yard since the driveway would take up 21.5 percent of the hardscape area) would be permitted under the proposed regulations. Any landscaping within the City's parkway would give the adjacent front yard a sense of a larger naturally landscaped area. The diagram shows potential for artificial turf to be used with sizeable areas of natural landscaping that would allow for a comprehensive yard design and not just a large mass of artificial turf.

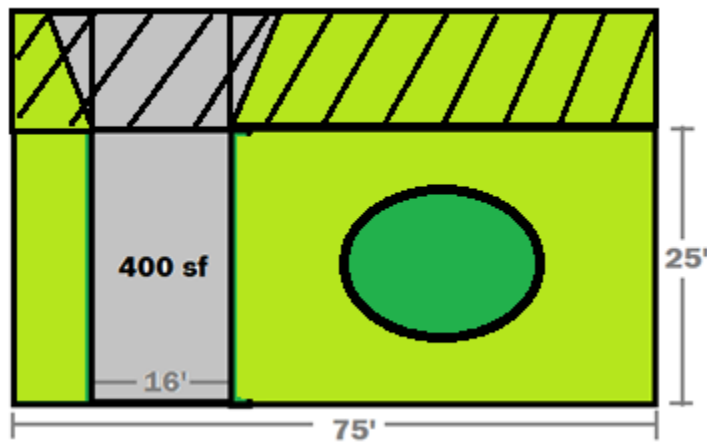


Figure 4 - Artificial Turf Under the Current Regulations

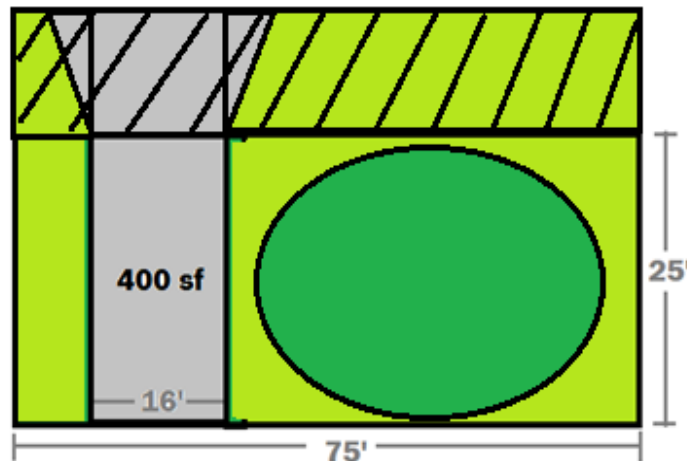


Figure 4 - Artificial Turf Under the Proposed Regulations

In consideration of the smaller lots that were hindered by the current regulations, cohesive applications of artificial turf seen in some of the code cases, and the proposed hardscape limits that still provide significant portions of natural landscaping, the increase in

hardscape to 60 percent when artificial turf is proposed, was determined to be the best approach as there is no increase to other hardscape materials. This would allow more leniency in the amount of turf for sites in violation of the code, still require a generous portion of natural landscaping, and allow the front and street-side yards to remain green throughout the year.

The proposed increase to the artificial turf area is in line with other cities in the San Gabriel Valley, some of which have recently updated their regulations to be even more permissive for artificial turf. Table 1 below shows what other cities allow.

Table 1– Surrounding Cities Artificial Turf Regulations

CITY	ARTIFICIAL TURF PERCENTAGE
Alhambra (updated in 2016) & Monterey Park	No limit; artificial turf counted as landscaping
Temple City (updated in 2023)	43% max artificial turf; minimum 22% live vegetation required
Duarte (updated in 2016) and El Monte (updated in 2023)	40% max artificial turf; minimum 20% landscape required
La Canada Flintridge, Sierra Madre, and Rosemead	50% max. hardscape (includes artificial turf)
San Marino	45% max. hardscape (includes artificial turf)
South Pasadena	30% max. hardscape (includes artificial turf)
San Gabriel	25% max. artificial turf
Pasadena & Monrovia	Requires submittal of landscape plan – These cities do not have a maximum limit.
Arcadia (current)	15% max. artificial turf; artificial turf counted as part of 40% max. hardscape
Arcadia (proposed)	60% max. hardscape when using artificial turf; 40% max. hardscape for all other materials

There was a wide range of artificial turf percentages throughout the various cities in the vicinity. Additionally, each city classifies artificial turf differently with some deeming artificial turf as landscaping while others deem it a hardscape material. Currently, Arcadia is one of the more restrictive cities in terms of allowed artificial turf area compared to neighboring cities. Temple City, El Monte, Duarte, and Alhambra have changed their artificial turf regulations to be more permissive since 2016. While Alhambra does not have a limit, the other cities have set a higher maximum amount of artificial turf and a minimum amount of natural landscaping in the range of 20 to 22 percent in the front and street side yard areas, which in turn allows for a larger hardscape area. In comparison, while properties in those cities could reach a hardscape area of up to 80 percent including artificial turf, Arcadia would have a maximum limit of 60 percent hardscape including artificial turf. Also, the hardscape area for all other hardscape materials would go unchanged from the current 40 percent maximum. While Arcadia would surpass the allowed percentages of some of the other cities on the list, most of those have not updated

their artificial turf regulations since the State has updated regulations in response to severe drought conditions. With the proposed changes, Arcadia would fall towards the middle among surrounding cities regarding artificial turf allotment.

Similar to Arcadia, many other cities require design review to ensure the landscape plan is a well thought out. The plan must be prepared by a licensed landscape architect since it is subject to the Water Efficiency Landscape Ordinance (WELo) and must be approved by the Planning Division prior to installation or, if the property is located within one of the five designated Homeowners Association (HOA) areas, it is subject to the Architectural Review Board (ARB) Chair's review. This would ensure that front and street side yards present a cohesive design and meet the intent of the Design Guidelines for landscaping. Additionally, through this process, Staff may ensure that there are sufficient artificial turf buffers around protected trees, which may differ on a case-by-case basis.

In addition to the amendments to the hardscape percentage to allow more artificial turf, another proposed change is where the artificial turf may be placed on the property. Currently, artificial turf is not allowed to be installed within 10 feet of a sidewalk, or within 20 feet from the curb if there is no sidewalk. This means that properties that have a landscaped parkway must set any artificial turf eight feet inside the front and/or street-side property lines (because parkways are typically 12' in width). The text amendment would change the City's regulations to allow artificial turf beginning at one foot inside the property line. The one-foot setback would ensure the City's Engineering Division and Public Works Department have sufficient space to complete any sidewalk or parkway improvements without damaging the artificial turf. Artificial turf would still not be allowed within the City's public right-of-way (or public parkway/sidewalk) to ensure the City has access to utilities, street trees, and other public infrastructure and would essentially provide additional naturally landscaped areas in front of the yard areas.

To ensure that the artificial turf is of high quality and durable material, the City's regulations on artificial turf material, length, color, durability, installation, and maintenance would not change under this text amendment. This includes requiring that the turf has:

- A minimum eight-year no-fade warranty
- Material made from specific lead-free products
- A minimum blade height of 1.5 inches
- Is green in color with a tan fiber base layer and soil colored fill
- Is maintained over time

These requirements are verified by the Planning Division along with the submittal of a landscape plan upon the installation of the artificial turf. Code Services ensures that all yard areas are in compliance with the Development Code standards, including making sure all naturally landscaped yards and artificial turf applications are being maintained over time. Any violation of these regulations would require maintenance or replacement of the material. Figure 5 below shows the general composition of layers for an artificial turf application.

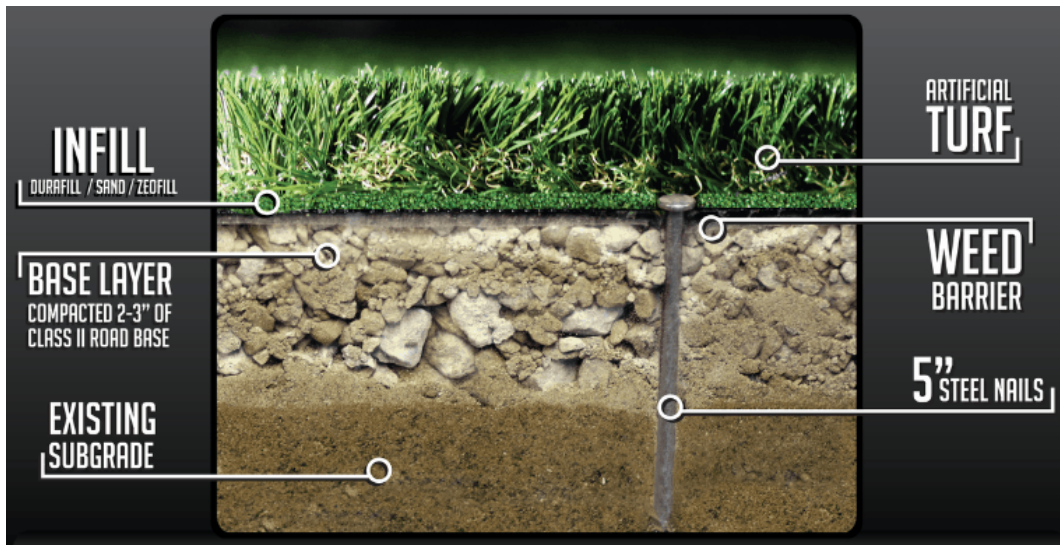


Figure 5 – Artificial Turf Layer Composition

Very High Fire Hazard Severity Zones (VHFHSZ)

A recent change in the law with regard to fire safety also impacts the placement of artificial turf. State law prohibits installation of any non-State Fire Marshal listed petroleum-based products, such as artificial turf, within 100 feet of any structures if the property is located within a VHFHSZ – refer to Attachment No. 2 of the VHFHSZ area and Figure 6 below. Public Resources Code Section 4291 created the concept of “defensible space” in 1965 as a response to unmitigated wildfires throughout the state. The original defensible space required only 30 feet of reduction of combustible and flammable materials around the structure. In 2006, this distance was increased to 100 feet. In 2023, the State added petroleum materials to the list such as polyethylene, PVC, polypropylene, polystyrene, polyester, nylon, and acrylic. This is what artificial turf is made from since it is made of artificial fibers. These products are highly flammable, may release toxic gasses when ignited, and would hinder firefighting efforts in the event of a wildfire.

Currently, there are no artificial turf manufacturers that produce California State Fire Marshal listed products for the VHFHSZ. As a result, a regulation is being added to the Development Code to make it clear to residents that artificial turf is not permitted within a defensible space area in the VHFHSZ. Restricting petroleum based artificial turf within the defensible spaces would ensure there are no fire fuels located within the vicinity of a structure in areas subject to wildfires; however, it would also effectively outlaw artificial turf in the front, rear, or side yards of many (if not most) homes in the subject area.

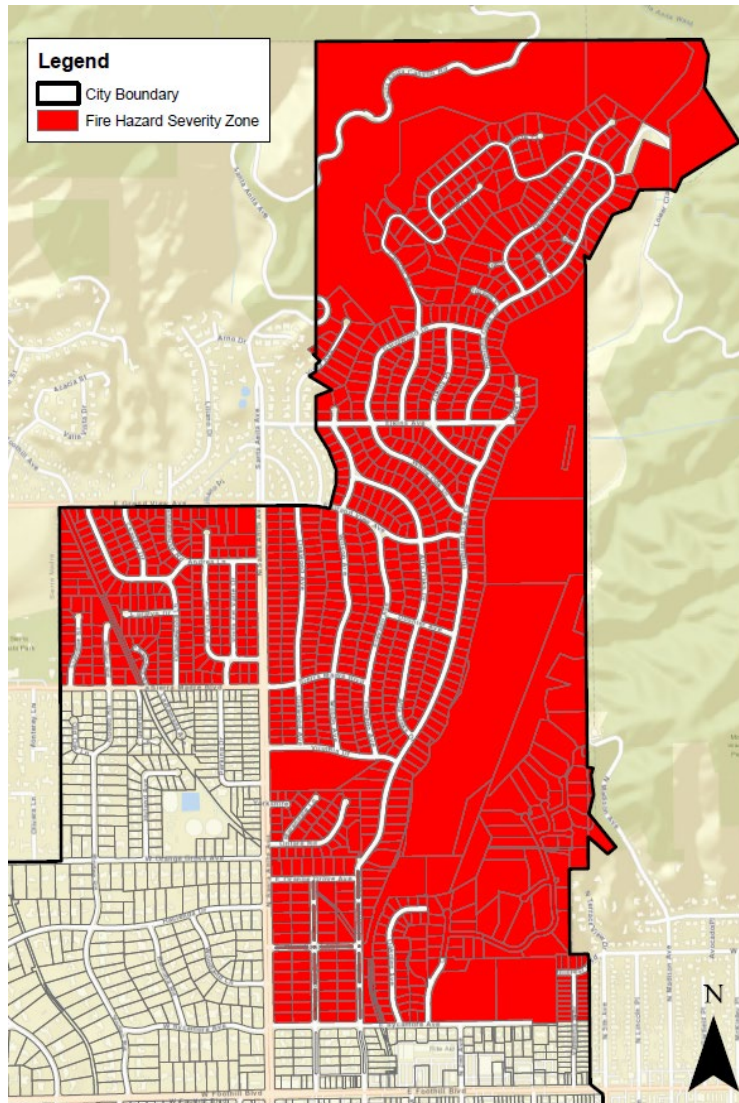


Figure 6 – Very High Fire Hazard Severity Zone Map

Non-Compliant Properties

With the proposed changes and codifying of the VHFHSZ, two of the eight current non-compliant properties would become, or be nearly compliant subject to the exact percentage of hardscape area within the front yard. One of the properties currently located in the VHFHSZ would have to remove their artificial turf in its entirety. The remaining properties which contain close to 100 percent hardscape in the front yard, including artificial turf, would need to remove approximately 40 percent of the hardscape and remove any artificial turf within the public parkway to meet the new regulations. Conversely, under the current regulations, these properties would need to remove almost all of their artificial turf, as their existing pavement takes up a majority of the 40 percent maximum hardscape.

Advantages of Artificial Turf

Some of the advantages of using artificial turf are that it requires little maintenance, conserves water, and reduces greenhouse gas emissions and pollutants since it does not need to be mowed or fertilized. The basic maintenance for artificial turf entails raking to remove leaves and fluff up the turf blades. It is also ideal for certain areas on properties that get very little sunlight, always appears green and healthy, looks well-manicured, is manufactured to be non-toxic and non-allergenic, is typically warranted to last between 8 to 15 years, is uninhabitable by mosquitos, fleas, and ticks, and allows water/rainwater to percolate through the turf and into the ground. An artificial turf area that is approximately 750 square feet can conserve 22,000 gallons of water per year. Additionally, since the City first established artificial turf regulations in 2016, the quality of artificial turf has vastly improved to appear realistic and allow more permeability. While it at times can be costly to install, the expense and various components that go into installing artificial turf have gotten to a point that it is just as expensive as installing normal landscaping.

Disadvantages of Artificial Turf

While artificial turf can be considered environmentally friendly in some regards, there are also disadvantages in using this material. One of the disadvantages of artificial turf is that it is made of rubber and plastic and can reach much higher temperatures (20 to 50 degrees higher) than the outdoor temperature causing a “heat island” effect. A 90-degree day can typically create a surface temperature of 140 degrees on artificial turf exposed to the sun. Heat islands contribute to higher daytime temperatures, reduce nighttime cooling, and can contribute to higher air-pollution levels. Most artificial turf products are also flammable. Artificial turf is not biodegradable and typically disposed of in landfills after replacement. Also, it can trap bacteria from animal droppings. Although artificial turf does not require the same level of maintenance as natural turf, it does require detailed spot cleaning including washing and scrubbing if stained with any fluids or debris. Despite these disadvantages, artificial turf installation has been improved to now provide products which may reduce the overall heat island effect through the implementation of natural fills that do not heat as quickly and prevent odor and bacteria from animals. Additionally, the installation and maintenance regulations in the Development Code are in place to ensure no additional issues arise with the quality of the artificial turf being used.

While there are pros and cons to installing artificial turf, many residents in the City would like to install more artificial turf to meet their preferences and needs. Given that the State has experienced years of drought and that many residents are trying to do the right thing by conserving water, relaxing the standards to allow more artificial turf would give property owners the option to be more flexible and creative with their landscape design while still ensuring that a natural landscape is the prominent streetscape in the community.

2. *Allowing Tutoring and Educational Centers as an Accessory Use to Places of Religious Assembly*

Currently, the Development Code does not allow any accessory uses at places of religious assembly other than day care centers or part-time or full-time schools, which are incidental to the place of worship. Places of religious assembly are often used only one or two days per week, on weekends, and contain large spaces suitable for gatherings and classroom style teaching. Tutoring and educational centers typically operate throughout the week, after school hours. This means the two uses would be compatible with one another as they would occupy the same space at different times throughout the week. Being able to rent the otherwise underutilized space provides opportunities for places of religious assembly to generate income, allowing for ongoing financial stability. Many places of religious assembly continue to suffer from reduced attendance after COVID-19 and need ongoing income to maintain their services and buildings. Places of worship also tend to have large parking lots and queuing areas for cars, which addresses the main concern of tutoring facilities that can create traffic impacts during drop-off and pick-up times. The proposed text amendment would allow tutoring and educational centers as an accessory use at places of religious assembly in all zones, subject to the approval of a Conditional Use Permit.

Tutoring and educational uses require the approval of a Conditional Use Permit to operate within other zones throughout the City. A Conditional Use Permit would ensure that such a business would be suitable for the space it is occupying, that the hours of operation would not create any issues with the primary use or neighboring properties, that there would be sufficient parking and drop-off areas on site, and that the tutoring or educational center would not create any potential impacts. Conditional Use Permits are subject to public hearings at the Planning Commission under all circumstances.

PLANNING COMMISSION HEARING

The Planning Commission held a public hearing on July 25, 2023, on the proposed text amendments. There was one public comment in favor of the proposed changes from one of the affected property owners with non-permitted artificial turf. After much discussion, the Planning Commission was in favor of increasing the artificial turf area to the proposed amount within the front and street side yard areas, and believed the site plan and design review process would ensure a cohesive and detailed landscape design inclusive of artificial turf. The Planning Commission had no issues with allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit and were unanimously in favor of the amendment (refer to Attachment No. 3 for the Excerpt of Planning Commission Minutes). Following the discussion, the Planning Commission voted unanimously to adopt Resolution No. 2129 recommending that the City Council approve the proposed text amendments.

FINDINGS

Pursuant to Section 9108.03.060, an amendment to the Development Code may be approved only if all of the following findings are made:

1. The proposed Development Code amendment is consistent with the goals, policies, and objectives of the General Plan and any applicable specific plan(s).

Facts to Support the Finding: The proposed amendments are consistent with the policies of the General Plan, which serves as a guide to address the long-term physical development and growth of the City.

The proposed amendment to allow more artificial turf on residentially zoned properties will ensure that the urban design practices will further reduce water consumption, pollution, and greenhouse gas emissions and support the needs of the City residents with the following General Plan goal and policies:

Resource Sustainability Element

- Goal RS-4: Wise and sustainable water use practices that respond to and support the needs of City residents and businesses.
- Policy RS-4.3: Require that applications for major new development projects address the adequacy and reliability of water supplies as described in SB 610.
- Policy RS-4.6: Implement aggressive public and private programs to reduce water use and water waste associated with landscape irrigation, including the planting of native and drought-tolerant plants, use of efficient irrigation systems, and collection and recycling of runoff.

The proposed amendment to allow tutoring and educational centers to serve as accessory uses at places of religious assembly through a Conditional Use Permit process is consistent with the General Plan because it encourages the City to tailor its regulations to respond to the market as it changes, maximize revenue, and maintain appropriate business mix and to provide economic opportunities for the various uses in the City. Allowing tutoring and educational centers would be an appropriate mix of uses within a place of religious assembly since many of these religious facilities already offer this type of service or programs through their ministry and have the facility to accommodate such use. This proposed amendment is consistent with the following General Plan goal and policies:

Economic Development Element

- Policy ED-1.9: Tailor regulations to respond to market changes, maximize revenue, and maintain the appropriate business mix.

Land Use Element

- Goal LU-1: A balance of land uses that preserves Arcadia's status as a Community of Homes and a community of opportunity.
- Policy LU-1.2: Promote new uses of land that provide diverse economic, social, and cultural opportunities, and that reinforce the characteristics that make Arcadia a desirable place to live.

The proposed amendment to the artificial turf regulations is consistent with the City's General Plan because it puts measures in place that will promote water conservation through landscaping. The proposed amendment to allow tutoring and educational centers in places of religious assembly will help the existing religious organizations provide other opportunities that are currently compatible with their existing operation. Therefore, the proposed Text Amendment and ordinance are consistent with the City's adopted General Plan and any applicable specific plan(s).

2. The proposed amendment is internally consistent with other applicable provisions of this Development Code.

Facts to Support the Finding: The proposed amendments are internally consistent with other applicable provisions of this Development Code in that artificial turf is currently allowed on residentially zoned property. The amendment would only increase the percentage to allow more, while also amending the applicable provisions concerning the installation, specification of the products, and provisions to ensure that it is a well thought out design. Other provisions regarding landscaping and hardscape materials will remain the same. As for the amendment to allow tutoring and educational centers within places of religious assembly, it will also be internally consistent with provisions of the Development Code because any approval would be subject to a discretionary review through a Conditional Use Permit to ensure that all potential impacts are addressed and that the proposed use is compatible with the existing on-site use, and with the surrounding business and/or community. Therefore, the Text Amendment is internally consistent with other applicable provisions of this Development Code.

ENVIRONMENTAL ANALYSIS

The proposed changes to the Development Code pertaining to artificial turf in residential zones and tutoring and educational centers in places of religious assembly are exempt from the requirements of CEQA pursuant to Section 15061(b)(3), as it can be seen with certainty that the proposed text amendments would not have a significant effect on the environment and, thus, are not subject to CEQA review. See Attachment No. 4 for the Preliminary Environmental Assessment.

PUBLIC COMMENTS/NOTICE

The public hearing notice for this City Council meeting was published in the Arcadia Weekly on September 14, 2023. As of September 29, 2023, staff did not receive any additional concerns or comments from the public. There was one public comment on the proposed Text Amendments from the Planning Commission Hearing on July 25, 2023, in favor of the proposed changes from one of the affected property owners with non-permitted artificial turf.

On June 28, 2023, a letter was sent to all the affected property owners that have non-permitted artificial turf and to the five City designated Homeowners Association Presidents and Architectural Review Board Chairs. This letter was sent to inform recipients of the proposed change, and to date, no comments in opposition to the proposed amendments have been received.

FISCAL IMPACT

The proposed text amendments would have no significant fiscal impact on the City's budget.

RECOMMENDATION

It is recommended that the City Council find that the proposed action is exempt from CEQA; and Introduce Ordinance No. 2397 to approve Text Amendment No. 23-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code to increase the allowable area for artificial turf in residential zones and allowing tutoring and educational centers in places of religious assembly through a Conditional Use Permit.

Approved:



Dominic Lazzaretto
City Manager

- Attachment No. 1: Ordinance No. 2397
 - Exhibit A – Development Code, Division 2 – Land Use Regulations and Allowable Uses
 - Exhibit B – Development Code, Division 3 - Landscaping
 - Exhibit C – Development Code, Division 9 - Definitions
- Attachment No. 2: Map of the Very High Fire Hazard Severity Zones
- Attachment No. 3: Excerpt of the Planning Commission Minutes, dated July 25, 2023
- Attachment No. 4: Planning Commission Resolution No. 2129 and Staff Report, dated July 25, 2023, including all the attachments
- Attachment No. 5: Preliminary Exemption Assessment



STAFF REPORT

Development Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Kevin Merrill, City Engineer
By: Alana Bautista, Transportation Services Manager

SUBJECT: RESOLUTION NO. 7527 CHANGING THE NAME OF COLORADO STREET TO COLORADO BOULEVARD WITHIN CITY LIMITS, WITH THE EXCEPTION OF THE FRONTAGE ROAD PORTION BETWEEN HARVARD DRIVE AND PRINCETON ROAD
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

The Development Services Department is requesting consideration of a street name change from Colorado Street to Colorado Boulevard within the City limits, except for the frontage road portion between Harvard Drive and Princeton Road. The intent of the street name change is to create corridor uniformity with the neighboring cities of Pasadena (incorporated and unincorporated) and Monrovia, who changed street names from Colorado Street and Orange Street to Colorado Boulevard in the 1930s and 1950s.

It is recommended that the City Council adopt Resolution No. 7527 changing the name of Colorado Street to Colorado Boulevard within City limits, with the exception of the frontage road portion between Harvard Drive and Princeton Road.

BACKGROUND

Colorado Boulevard is a major east-west street in Los Angeles County. It runs east from Griffith Park in Los Angeles through Glendale, the Eagle Rock section of the City of Los Angeles, Pasadena, Arcadia, and into central Monrovia, where it ends. Throughout its long stretch, Colorado Boulevard is served by several bus routes operated by the Los Angeles Metropolitan Transportation Authority (L.A. Metro) and suburban systems such as the Los Angeles Department of Transportation and Foothill Transit.

Colorado Boulevard becomes Colorado Street as it crosses Michillinda Avenue from East Pasadena into Arcadia. Through Arcadia, the street parallels the Foothill Freeway, known as Interstate 210 (I-210), providing access to many of the neighborhoods in west Arcadia. Freeway access is provided through a separated interchange at Baldwin Avenue.

Colorado Street then turns southeast and splits into two streets: Colorado Boulevard, which continues east, and Colorado Place, a short segment of the old U.S. Route 66 highway that runs southeast to merge with Huntington Drive near Santa Anita Park.

The City of Arcadia contains a short portion of the roadway that is still officially named Colorado Street, measuring approximately 1.5 miles. Long ago, neighboring cities and jurisdictions changed their street names to Colorado Boulevard. In the 1930s, the City of Monrovia changed the name of Orange Street to Colorado Boulevard. Shortly after, the City of Arcadia changed its Orange Street segment to Colorado Boulevard, located east of Santa Anita Avenue to Fifth Avenue. In the 1950s, Pasadena changed their street name of Colorado Street to Colorado Boulevard. This included unincorporated East Pasadena, which is adjacent to the City of Arcadia. At that time, the City of Arcadia did not change its segment of Colorado Street to Colorado Boulevard, leaving the western portion of the street inconsistent within the City and in surrounding areas.

DISCUSSION

The fact that Colorado roadway is intermittently named “Street” and “Boulevard” in Arcadia was recently brought to light through the City’s Colorado Boulevard Corridor Complete Streets Project. This this project, Arcadia was awarded a \$3 million grant from United States Congresswoman Judy Chu of the 28th Congressional District of California. The street name change would provide uniformity for this project, which is intended to close a gap in the local and regional network for bicycles and sidewalks. The project’s goal is to provide a safe and efficient corridor for all pedestrians, bicyclists and automobiles along the current Colorado Street and Colorado Boulevard corridor between Michillinda Avenue and Fifth Avenue in the City; the name change would further complement the project and enhance its regional status. The attached map illustrates the proposed segment that would be renamed.

The proposed street name change has minimal impact on the residences in the area. The City plans to retain the frontage road portion of Colorado Street between Harvard Drive and Princeton Road, which is separated from the main portion of the roadway by a dense hedge. This will provide clarity for people seeking those addresses and will prevent an address change to the 11 single-family residences located there. According to the Los Angeles County Assessor’s Office, there is a single-family residence along this stretch that already has a Colorado Boulevard address. This property address is 384 Colorado Boulevard, located at the end of the Colorado Street frontage road segment intersecting Princeton Road. The City plans to notify the property owner of the street name change and assist with any subsequent address change, if necessary. No businesses in the area will be impacted by the proposed street name change.

Should the City Council act to change the street name, one of the primary steps that must be taken is to notify other agencies, businesses, and organizations so they can incorporate the new name into their systems. This includes recording the change with the Los Angeles County Assessor’s Office, informing all other City and County Departments, and informing navigation companies such as Google, Apple, and Bing of the name

change, so that it is accurately reflected in their systems. To visually represent the change, large street name signs will be installed on mast arms at the two signalized intersections along this segment, which is paid for by the Colorado Boulevard Corridor Complete Streets Project. A total of seven smaller current Colorado Street signs would need to be replaced. The Public Works Services Department will install the new Colorado Boulevard street name signs as part of their normal work program.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

The cost to the City will be minor as it simply involves the replacement of seven street name signs, which will be installed by the Public Works Services Department as part of their normal work program. It is estimated that the cost of the signs will be \$885.30 with sales tax, and this will be charged to the Colorado Boulevard Complete Streets Project budget.

RECOMMENDATION

It is recommended that the City Council find the proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7527 changing the name of Colorado Street to Colorado Boulevard within City limits, with the exception of the frontage road portion between Harvard Drive and Princeton Road.

Approved:


Dominic Lazzaretto
City Manager

Attachments: Resolution No. 7527
Map of Proposed Change of Colorado Street to Colorado Boulevard

RESOLUTION NO. 7527

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, CHANGING THE NAME OF COLORADO STREET TO COLORADO BOULEVARD WITHIN CITY LIMITS, WITH THE EXCEPTION OF THE FRONTAGE ROAD PORTION BETWEEN HARVARD DRIVE AND PRINCETON ROAD.

WHEREAS, "Colorado Street" is a street located in the City of Arcadia between Michillinda Avenue and the two-street split of "Colorado Boulevard" and "Colorado Place";

WHEREAS, the City of Arcadia desires to rename the street "Colorado Street" to "Colorado Boulevard";

WHEREAS, the street name change of "Colorado Boulevard" and "Colorado Place" would provide uniformity of the "Colorado Boulevard" corridor that connects key cities in Los Angeles County;

WHEREAS, the City plans to retain the frontage road portion of Colorado Street between Harvard Drive and Princeton Road, therefore, not requiring an address change to the eleven single-family residences located there;

WHEREAS, the twelfth residential property along the frontage road portion of Colorado Street between Harvard Drive and Princeton Road, located at 384 Colorado Boulevard, has a Colorado Boulevard address;

WHEREAS, the City plans to notify the property owner of 384 Colorado Boulevard of the street name change and assist with any subsequent address change if necessary;

WHEREAS, no business in the area will be impacted by the proposed street name change.

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

SECTION 1. The street heretofore named "Colorado Street" shall henceforth be named "Colorado Boulevard."

SECTION 2. The City Council hereby adopts this Resolution changing the street name change of "Colorado Street" to "Colorado Boulevard" within the City limits, with the exception of the frontage road portion between Harvard Drive and Princeton Road.

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

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted this 17th day of October, 2023.

Mayor of City of Arcadia

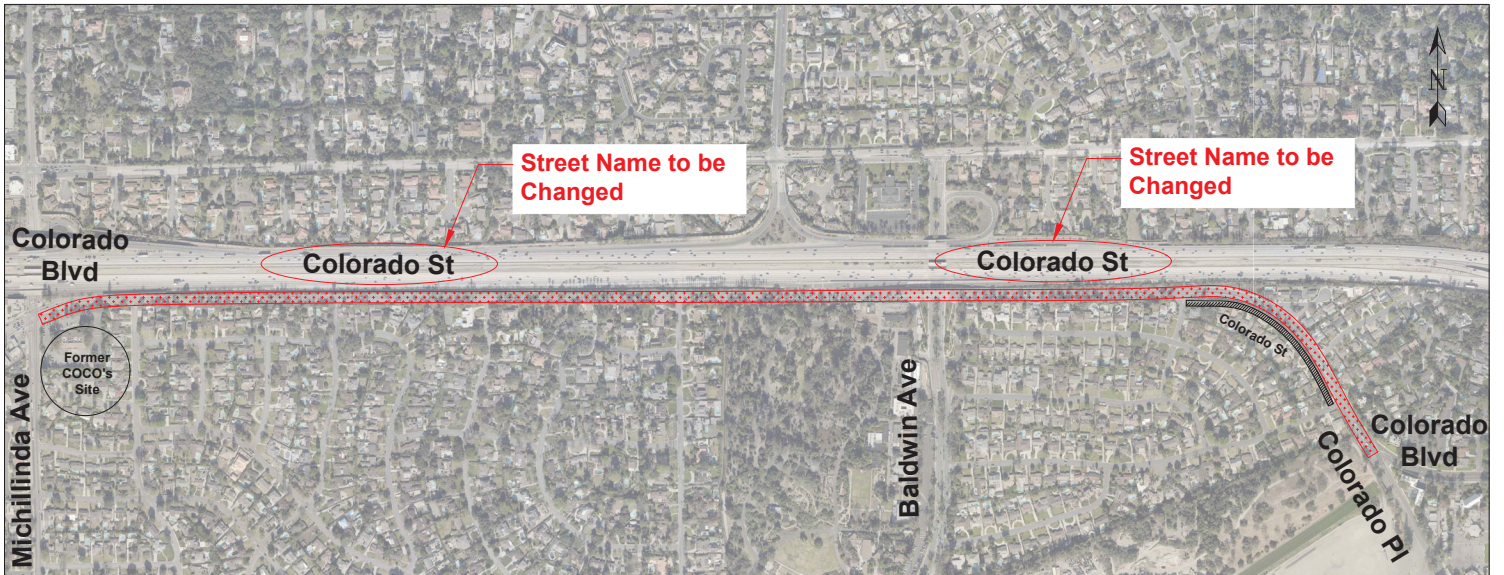
ATTEST:

City Clerk

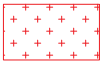
APPROVED AS TO FORM:



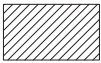
Michael J. Maurer
City Attorney



Colorado Corridor Street Name Changes



Proposed Change From Colorado St to Colorado Blvd



Existing Colorado St to Remain



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

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

SUBJECT: RESOLUTION NO. 7528 AMENDING RESOLUTION NO. 7383 ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR CITY COUNCIL, EXECUTIVE MANAGEMENT, MANAGEMENT, AND UNREPRESENTED CONFIDENTIAL EMPLOYEES FOR JULY 1, 2021, THROUGH JUNE 30, 2024 (PROJECT MANAGER)
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

The Public Works Services Department (“PWSD”) schedules pavement rehabilitation, slurry seal improvements, water valve replacements, sewer-main replacements, water-main replacements, and facility improvements on an annual basis. As part of the Fiscal Year 2023-24 Budget, the City Council approved the addition of a Project Manager to the department to improve efficiencies in the completion of construction projects. The new Project Manager position would be placed in Salary Range 77M and would result in a total cost of approximately \$152,400 in Fiscal Year 2023-24. The California Public Employees’ Retirement System (“CalPERS”) requires changes to the salary schedule to be adopted publicly. Accordingly, it is recommended that the City Council approve Resolution No. 7528 amending Resolution No. 7383, establishing compensation and related benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees for July 1, 2021, through June 30, 2024 (Project Manager).

DISCUSSION

The PWSD is responsible for the maintenance and repair of the City's publicly owned infrastructure and facilities. This includes City buildings, parks, trees, 147 miles of roadway, 138 miles of sanitary sewer system pipeline as well as the City's water distribution system that provides water service to more than 56,000 residents through approximately 14,000 connections. The PWSD schedules pavement rehabilitation, slurry seal improvements, water valve replacements, sewer-main replacements, water-main replacements, and facility improvements on an annual basis to ensure the proper operation of the City's publicly owned infrastructure. As part of the Fiscal 2023-24 Budget,

the PWSD proposed adding a Project Manager to the department to be more efficient in the completion of construction projects. A Project Manager benefits the PWSD by maintaining a dedicated position that is entirely focused on completing capital improvements rather than projects being a collateral assignment for several employees.

The Project Manager role would plan and manage all aspects of project development and construction. The position combines professional and leadership duties in the areas of senior engineering, personnel management, and large-scale project management. This role requires advanced knowledge of engineering and architectural design principles, practices, and procedures, estimating, and project accounting. This position would differ from a Civil Engineer in that the incumbent would perform complex construction management for capital projects, heavily focusing on the construction phase of project delivery and related issues. This position would allow the PWSD to work more efficiently by allowing one position to focus solely on getting projects to completion so that other positions can complete their assigned duties. Most importantly, it will allow more frequent and complex capital projects to be completed each year.

A salary survey of surrounding cities was conducted to determine the market rate for the Project Manager. As has been the City's past practice, the salary range is at or slightly above the median of comparable positions. The new Project Manager position will be placed in Salary Range 77M, which starts at \$8,740/month. As previously mentioned, the cost for the Project Manager has already been included in the FY 2023-24 budget. Although this New Program was already approved as part of the Fiscal Year 2023-24 Budget, CalPERS requires changes to the salary schedule to be adopted publicly through resolution.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

The new Project Manager position would be placed at Salary Range 77M, which starts at \$8,740/month. Staff surveyed comparative municipalities and determined Range 77M to be a reasonable rate for the Project Manager. The position is budgeted across three funds: General (50%), Water (25%), and Sewer (25%) Funds, since the incumbent will manage projects in each of these areas. The new Project Manager position has already been adopted in the Fiscal Year 2023-24 Budget and sufficient funds have been allocated.

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

Project Manager Classification

October 17, 2023

Page 3 of 3

("CEQA"); and approve Resolution No. 7528 amending Resolution No. 7383 establishing compensation and related benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees for July 1, 2021, through June 30, 2024 (Project Manager).

Approved:



Dominic Lazzaretto
City Manager

Attachments: Resolution No. 7528
New Class Specifications for Project Manager
Public Works Services Department Proposed Org Chart

RESOLUTION NO. 7528

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING RESOLUTION NO. 7383 ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR CITY COUNCIL, EXECUTIVE MANAGEMENT, MANAGEMENT, AND UNREPRESENTED CONFIDENTIAL EMPLOYEES FOR JULY 1, 2021, THROUGH JUNE 30, 2024 (PROJECT MANAGER)

WHEREAS, City Council Resolution No. 7383 approved various fringe benefits and related compensation for officials, officers, and management of the City; and

WHEREAS, Section 38 of Resolution No. 7383 provides for amendment and modification by City Council approved resolutions that direct inclusion of any changes as part of said Resolution; and

WHEREAS, salaries and benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees are adjusted by Resolution, which adjustments are then reflected in the City's salary schedule.

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

SECTION 1. Effective upon adoption of this Resolution, the City Council, Executive Management, Management, and Unrepresented Confidential Employee Monthly Salary Schedule is amended by adding the position of Project Manager in Salary Range No. 77M as set forth in Exhibit "A" attached hereto.

SECTION 2. The City Council hereby approves the changes to Resolution No. 7383 as set forth in the City of Arcadia Fringe Benefits Resolution as attached hereto, effective as of July 1, 2021, through June 30, 2024.

SECTION 3. This Resolution shall become effective upon its adoption.

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

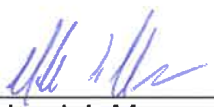
Passed, approved, and adopted this 17th day of October, 2023.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

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

Revised Salary Range Effective December 20, 2022¹

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
58M	Management Aide	\$ 5,465	\$ 5,604	\$ 5,743	\$ 5,886	\$ 6,035	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826
59M	Buyer	\$ 5,604	\$ 5,743	\$ 5,886	\$ 6,035	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997
60M		\$ 5,743	\$ 5,886	\$ 6,035	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171
61M		\$ 5,886	\$ 6,035	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353
62M		\$ 6,035	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535
63M	Accountant Recreation Supervisor	\$ 6,183	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723
64M	Purchasing Officer	\$ 6,343	\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915
65M		\$ 6,496	\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114
66M		\$ 6,657	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317
67M	Human Resources Analyst	\$ 6,826	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526
68M	Crime Analyst/Investigative Support Specialist Management Analyst	\$ 6,997	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740
69M	Senior Accountant	\$ 7,171	\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956
70M		\$ 7,353	\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181
71M		\$ 7,535	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413
72M	Environmental Services Manager Communication and Engagement Officer Police Records Manager Senior Human Resources Analyst Senior Management Analyst Transportation Services Manager	\$ 7,723	\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646
73M		\$ 7,915	\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887
74M		\$ 8,114	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135
75M	Accounting Supervisor	\$ 8,317	\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388
76M		\$ 8,526	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649
77M	Project Manager	\$ 8,740	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914
78M	Assistant to the City Manager Assistant Director of Recreation and Community Services General Services Superintendent Library Services Manager Planning Services Manager Streets Superintendent Utilities Superintendent	\$ 8,956	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186
79M	Information Technology Manager Principal Civil Engineer	\$ 9,181	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467

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

Revised Salary Range Effective December 20, 2022¹

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
80M	Fire Marshal	\$ 9,413	\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753
81M		\$ 9,646	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048
82M	Economic Development Manager	\$ 9,887	\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348
83M		\$ 10,135	\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659
84M		\$ 10,388	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974
85M	Building Official ¹ City Engineer ¹	\$ 10,649	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300
86M	Financial Services Manager/Treasurer Human Resources Administrator	\$ 10,914	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630
87M	Deputy City Manager Deputy Public Works Services Director	\$ 11,186	\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969
88M		\$ 11,467	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317
89M	Deputy Development Services Director ¹	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678
90M		\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044
91M		\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421

CITY OF ARCADIA

PROJECT MANAGER

DEFINITION

Under general direction, assists in the planning of departmental projects and coordinates activities essential to the successful completion of capital improvement projects. The Project Manager supervises public works construction projects, participates in the inspection and supervision of new and modified infrastructure and building projects, and ensures project proposals and administrative procedures comply with contractual terms, applicable laws, codes, ordinances, and regulations. The incumbent assigned to this position oversees public works construction projects of varying scopes and complexities, obtains and reviews contractor proposals, ensures project costs fall within budgetary guidelines, and performs related technical and administrative duties as required. This class differs from a Senior Civil Engineer in that the Project Manager performs complex construction management for capital projects heavily focused on the construction phase of project delivery and related issues.

Infrastructure projects will include, but not be limited to traffic signals, paving, concrete, sidewalks, curb and gutter, storm systems, and sanitary sewer. Building projects will include but not be limited to building, plumbing, mechanical, and electrical codes.

SUPERVISION EXERCISED

Exercises direct supervision over contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develops or assists in the development of long-range and current planning efforts for public works capital improvement projects.

Coordinates the implementation and completion of construction and/or department capital improvement projects, working with consultants, community groups, staff, architects, engineers, contractors and/or inspectors.

Prepares and/or reviews bid specifications for City projects.

Obtains contractor proposals for City projects and insures completion of work.

Responsible for selecting and contracting with professional consultants, including preparation of RFQs and RFP's, contract negotiation, and administration.

Schedules design and construction work, administers contracts, arranges inspections, coordinates project development team, and serves as liaison between project staff, City departments, outside public agencies, consultants, contractors, and the community.

Prepares and administers project budgets and schedules. Assists in the preparation of capital improvement project grant applications.

Conducts field inspections on infrastructure projects, including but not limited to traffic signals, paving, concrete flatwork, sidewalk, curb and gutters, storm systems, and sanitary sewers.

Ensures that buildings and infrastructure are constructed in accordance with approved plans, specifications, safety requirements, and industry standards for quality workmanship.

Reviews and approves project expenditures and contractor invoices.

Negotiates the terms and costs of contract change orders.

Prepares comprehensive written and oral reports.

Responds to questions dealing with citizen inquiries.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, materials and equipment used in construction and architectural design.

Building and construction codes, and general understanding of Public Contract codes.

Computer applications relating to project management such as Microsoft Office Suite, and AutoCAD.

Principals of management, supervision, and training.

Principals of construction, inspection, project management, scheduling, and budgeting.

Public project implementation procedures, including permitting and environmental review.

Skills to:

Communicate clearly and concisely, both orally and in writing.

Prioritize work and meet deadlines.

Work independently with minimal supervision.

Ability to:

Establish and maintain effective and positive working relationships with contractors, consultants, community groups, the public, co-workers, subordinates, and supervisors.

Foster a teamwork environment.

Manage multiple projects from start to finish; ensure the effective implementation of project goals and objectives.

Read and understand construction drawings and specifications, and conduct constructability reviews and value engineering.

Maintain records and prepare reports.

Supervise, train, and evaluate assigned staff.

Minimum Qualifications:

Experience/Training:

Three years of recent, paid work experience in local government specializing in project management or program development including responsible analytical, technical, or administrative work in the area of public works, heavy civil or large commercial construction.

Education/Training:

Bachelor's degree in Civil Engineering, Architecture, Project Management, or a related field.

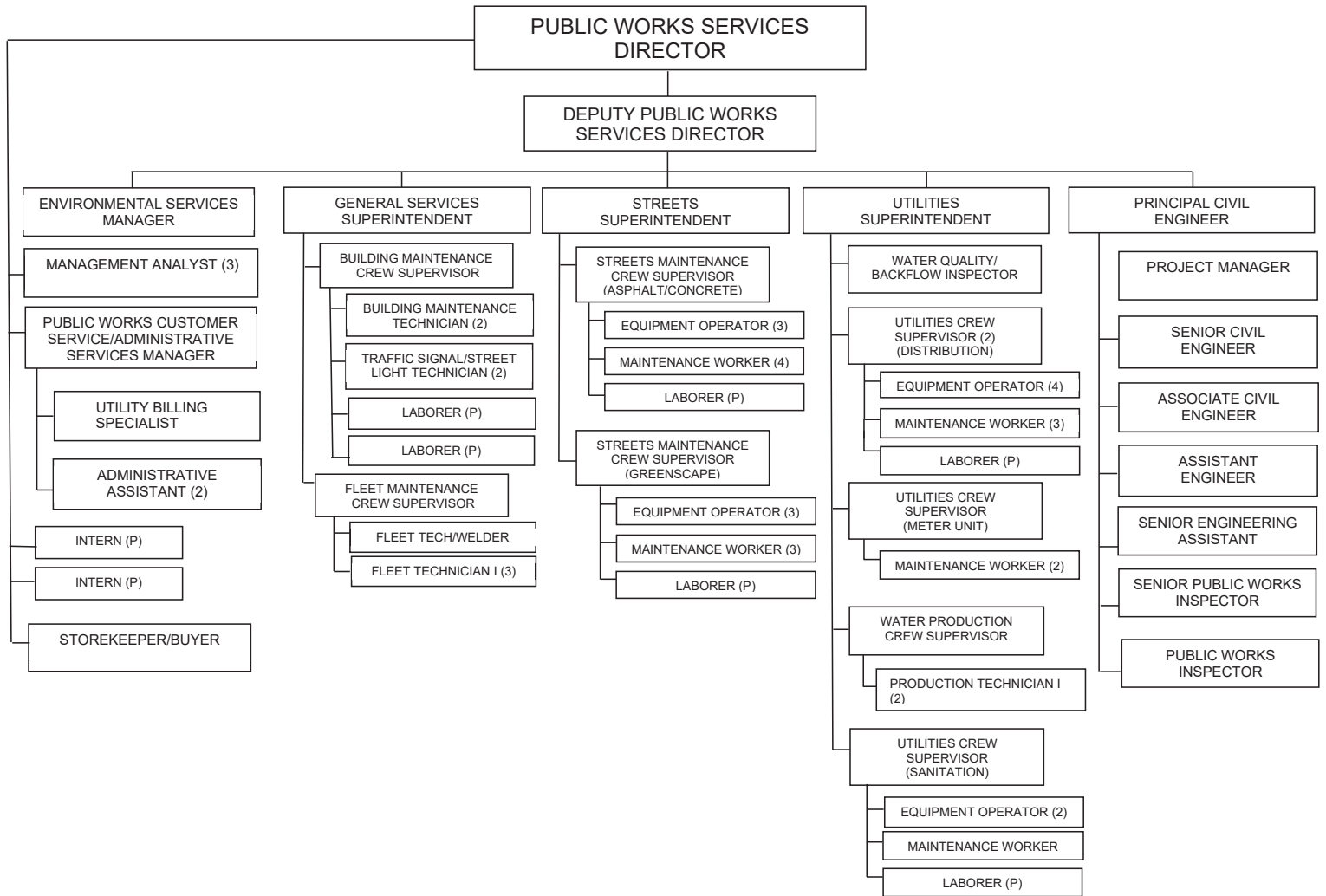
Special Requirements:

Essential duties require the following physical abilities and work environment:

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

Effective Date: September 2023

PUBLIC WORKS SERVICES DEPARTMENT





STAFF REPORT

Library and Museum Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Darlene Bradley, Director of Library and Museum Services

SUBJECT: DONATION IN THE AMOUNT OF \$30,000 FROM THE FRIENDS OF THE ARCADIA PUBLIC LIBRARY TO FUND ONGOING CHILDREN'S AND TEEN PROGRAMMING FOR FISCAL YEAR 2023-24.

CEQA: Not a Project

Recommendation: Accept

SUMMARY

The Friends of the Arcadia Public Library have offered a gift of \$30,000 to fund Library programming, including the popular summer reading programs and teen programming. It is recommended that the City Council accept the donation.

DISCUSSION

The Friends of the Arcadia Public Library (the "Friends"), as part of their ongoing mission to support the Library's goals and objectives, are donating \$30,000 to the Library to fund ongoing programming for children and teens. The Friends of the Arcadia Public Library raise funds through sales of used books at the Friends Bookstore located inside the Arcadia Public Library. The Friends also raise funds through membership sales throughout the community. This past year, they hosted several daylong book sales that also helped to boost sales.

The funds donated by the Friends help the Library provide quality programs for the children and teens of Arcadia beyond the current capacity of the City's General Fund. All gifts to the Library over \$10,000 are subject to approval by the City Council pursuant to the Arcadia City Charter, Section 1218 and City Council Resolution No. 7514.

FISCAL IMPACT

The Library's programming for the residents of Arcadia is enhanced by this gift of \$30,000, and the programs for children and teens that it will fund.

Donation of \$30,000 by the Friends of the Arcadia Public Library

October 17, 2023

Page 2 of 2

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.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project, and therefore, is exempt under the California Environmental Quality Act ("CEQA"); and accept a donation in the amount of \$30,000 from the Friends of the Arcadia Public Library to fund ongoing children's and teen programming for Fiscal Year 2023-24.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Police Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

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

SUBJECT: DONATION IN THE AMOUNT OF \$33,550 FROM THE ARCADIA POLICE FOUNDATION FOR THE ARCADIA POLICE DEPARTMENT'S POLICE SERVICE DOG (K-9) PROGRAM
CEQA: Not a Project
Recommendation: Accept

SUMMARY

The Arcadia Police Foundation wishes to donate \$33,550 to the Arcadia Police Department for expenses related to the Police Service Dog ("K-9") Program. It is recommended that the City Council Accept the donation.

DISCUSSION

Established in 2015, the Arcadia Police Foundation (the "Foundation") is an independent, community-based non-profit organization that supports the Arcadia Police Department by providing financial support and promoting partnership between the community and police. The Foundation supports the Department's programs, projects, and activities not funded through the City's General Fund budget. These projects and activities support the Department in its mission to improve public safety, decrease crime, and make Arcadia a safe place to live, work, and visit.

The Arcadia Police Service Dog K-9 Unit is one of the programs supported by the Foundation. With the generous support of the Foundation, the Department currently maintains two K-9s, Kruz and Kopper. K-9 Kruz is trained in narcotics detection and K-9 Kopper is trained in scent discriminate tracking. The Foundation covers the cost of both K-9's food, supplies and equipment, specialized training and certifications, boarding, and veterinary and dental expenses. All costs pertaining to servicing the K-9 Program are funded by the Foundation, which is supported solely by donations. The City pays for the cost of the officer's time when responding to callouts as well as the handler's annual training.

In past years, the Foundation has provided their annual donation in two increments, at the beginning of the fiscal year and towards the end of the fiscal year. However, this fiscal year, the Foundation would like to present the entire donation at one time.

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

Acceptance of the Foundation's donation of \$33,550 will provide the necessary funds to maintain and support the Department's K-9 Unit for Fiscal Year 2023-24.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project, and therefore, is exempt under the California Environmental Quality Act ("CEQA"); and accept a donation in the amount of \$33,550 from the Arcadia Police Foundation for the Arcadia Police Department's Police Service Dog (K-9) Program.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Carlos Aguilar, General Services Superintendent

SUBJECT: EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH ABM INDUSTRY GROUPS, LLC. FOR JANITORIAL AND PORTER SERVICES AT VARIOUS CITY FACILITIES IN AN AMOUNT NOT TO EXCEED \$418,278.42
CEQA: Not a Project
Recommendation: Approve

SUMMARY

On November 1, 2022, the City Council approved a one-year extension to the Professional Services Agreement with ABM Industry Groups, LLC. ("ABM") in the amount of \$398,360.49 to perform janitorial and porter services at various City facilities. ABM has reached the end of their current contract extension term and has submitted a written offer to extend for an additional year. The contractor's offer reflects a 4.9%, or \$19,917.93, cost of living adjustment to offset an increase in the state minimum wage, effective January 1, 2024. This will be ABM's second contract extension; all other terms and conditions will remain in effect.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute a one-year extension to the Professional Services Agreement with ABM Industry Groups, LLC. for Janitorial and Porter Services at various City facilities in an amount not to exceed \$418,278.42.

BACKGROUND

The Public Works Services Department is responsible for the maintenance of all City facilities and utilizes contract services to provide janitorial and porter services. Janitorial services include nightly cleaning of all common areas, restrooms, and offices at various City facilities. Daily porter services include cleaning and replacement of the light fixtures, and helping office staff with routine services such as setting up for special events, and cleaning and stocking public restrooms. Janitorial and porter services are performed at City Hall, the Community Center, Gilb Museum, Lauber Museum Education Center, Library, Public Works Services, Police Department, Fire Station 105, Civic Center Soccer Field, Dana Gym, and restrooms at Bonita and Eisenhower parks.

DISCUSSION

On September 21, 2021, the City Council approved a Professional Services Agreement with ABM for janitorial and porter services, with the option of three one-year extensions. On November 1, 2022, the City Council approved a one-year extension to the Professional Services Agreement with ABM in the amount of \$398,360.49 to perform janitorial and porter services at various City facilities. ABM has reached the end of their first contract extension and has submitted a written offer to extend for an additional year. ABM's offer reflects a 4.9% cost of living adjustment.

The proposed 4.9% contract increase in the amount of \$19,917.93 will offset costs from an anticipated increase in the State's minimum wage. Effective January 1, 2024, California minimum wage will increase to \$16.00 per hour. The State's minimum wage increase represents a 6.67% increase over the previous year, while the proposed contract increase submitted by ABM is 1.77% less than the impact of the State's minimum wage rate increase. An analysis of the proposed contract increase indicates that the impact to departmental budgets will be minimal. All other terms and conditions of the contract will remain the same.

ABM has provided quality janitorial and porter services to Arcadia. ABM is a stable corporation with a long-standing history in the cleaning industry, including extensive experience in serving government agencies. Some of their current municipal contracts include the Cities of Long Beach and Cerritos.

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

For the Fiscal Year 2023-24 Operating Budget, funds are budgeted in each Department's Contract Services account. The Public Works Services Department will conduct a mid-year budget review of the janitorial and porter services agreement and recommend budget adjustments, if needed, at that time. Otherwise, each Department's Fiscal Year 2023-24 budget for janitorial and porter services will be adjusted to reflect the actual cost of providing these services.

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, authorize, and direct the City Manager to execute a one-year

Extension to the Professional Services Agreement
for Janitorial and Porter Services
October 17, 2023
Page 3 of 3

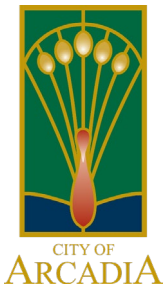
extension to the Professional Services Agreement with ABM Industry Groups, LLC. for
Janitorial and Porter Services at various City facilities in an amount not to exceed
\$418,278.42.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Proposed Amendment No. 2 to the Professional Services Agreement



**AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT
REGARDING JANITORIAL & PORTER SERVICES AT VARIOUS CITY
FACILITIES BY AND BETWEEN THE CITY OF ARCADIA
AND ABM INDUSTRY GROUPS, LLC**

This Amendment No. 2 (“Amendment No. 2”) is hereby entered into this ____ day of _____, 2023 by and between the City of Arcadia, a municipal corporation of the State of California, and **ABM Industry Groups, LLC**, a Limited Liability Company, with respect to that certain Professional Services Agreement between the parties dated December 15, 2021, and further amended by Amendment No. 1 dated December 21, 2022 (“Agreement”).

The Parties agree as follows:

1. Pursuant to Section 5 of the Agreement “Term”, the Term is hereby amended by extending the term from December 21, 2023 through and including December 21, 2024, as set forth in the attached Exhibit “C”.
2. Pursuant to Section 2(b) of the Agreement “Compensation”, the Compensation is hereby amended to provide that the total compensation due and payable to the Contractor for the Extended Term shall not exceed Four Hundred Eighteen Thousand, Two Hundred Seventy-Eight Dollars and Forty-Two Cents (\$418,278.42). The Contractor shall perform work during the Extended Period in accordance with the pricing schedule set forth in Exhibit “B” attached hereto and incorporated herein by reference.
3. All terms and provisions of the Agreement not amended by this Amendment No. 2 are hereby reaffirmed.

In witness whereof the Parties have executed this Amendment No. 2 on the date set forth below.

CITY OF ARCADIA

ABM INDUSTRY GROUPS, LLC

By: _____
Dominic Lazzaretto
City Manager

By: _____
Title: _____

Dated: _____

Dated: _____

ATTEST:

City Clerk

By: _____
Title: _____
Dated: _____

APPROVED AS TO FORM:

CONCUR:

Michael J. Maurer
City Attorney

Paul Cranmer
Public Works Services Director

Exhibit "B"
Schedule of Charges/Payments

For the term of this Agreement, the Compensation shall not to exceed the total amount listed below:

The schedule of prices is attached as attachment "A" to this Exhibit "B"

Janitorial & Porter Services at Various City Facilities	-	\$418,278.42
Total Compensation	-	\$418,278.42

The total compensation shall not exceed the total listed without written authorization in accordance with Section 2 (b) of the Agreement.

Exhibit "C"
Activity Schedule

All work shall be completed in accordance with the following schedule:

The Term of this Agreement shall be for one year from December 15, 2023 through and including December 15, 2024.



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Janessa Kalanjian, Management Analyst

SUBJECT: EXTENSION TO THE MANAGEMENT AGREEMENT WITH TOUCHSTONE GOLF, LLC, FOR THE MANAGEMENT OF OPERATIONS AND MAINTENANCE OF THE ARCADIA PAR 3 GOLF COURSE
CEQA: Not a Project
Recommendation: Approve

SUMMARY

On November 20, 2018, the City Council approved a five-year management agreement with Touchstone Golf, LLC, (“Touchstone”) for the management of operations and maintenance of the Arcadia Par 3 Golf Course (“Par 3”). Touchstone is nearing the end of their initial agreement term and has requested to extend the agreement for another five-year term, in accordance with the terms of the original agreement. In addition to the extension, Touchstone is requesting to add a second, optional five-year renewal term to this amendment. The additional term would allow for more progress of long-term improvement projects at the golf course, including the addition of a double-decker driving range project, to which Touchstone has agreed to contribute \$50,000 towards design services, as a condition of this amendment. All other terms of the agreement will remain the same.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute an extension to the Management Agreement with Touchstone Golf, LLC, for the management of operations and maintenance of the Par 3 Golf Course through 2028, with the option of one additional five-year renewal term.

BACKGROUND

The Arcadia Par 3 Golf Course opened in 1962. It hosts an 18-hole course over 1,947 yards and sits on approximately 26 acres. Weather permitting, the golf course is open for business at least 12 hours per day, 360 days per year. Both the driving range and golf course are equipped with lighting for night play. There is a clubhouse for recreational use,

pro shop, snack bar and grill, and a practice putting green. Patrons also have access to rental golf clubs, a pull cart, and electric golf carts.

In July 2018, the City solicited proposals for management services for the golf course. Through a competitive Request for Proposals process that included personal interviews, follow-up discussions, and financial evaluation, it was determined that Touchstone provided the best proposal, and was a qualified and responsible firm to manage the operations and maintenance of the Par 3 Golf Course. At the November 20, 2018, City Council Meeting, the City Council approved a five-year management agreement with Touchstone for management of the operations and maintenance of the Arcadia Par 3 Golf Course.

Prior to this agreement, the golf course was managed through a lease where the City received a guaranteed minimum amount in rent annually. Through this lease, the operator handled all details and retained the bulk of any profits from operations. Due to a regional decline in the golf industry, the trend in golf course management moved away from traditional lease agreements to hybrid lease/management agreements. The benefit of these types of agreements for municipal golf courses is a more collaborative relationship between the entity and management company. Touchstone is a known leader in the golf course industry, with a proven record of providing comprehensive and cost-effective management of golf course conditions while offering a first-class experience for golfers. Touchstone has a management portfolio of over 35 golf courses, including 12 municipal golf courses.

Per the current agreement, day-to-day operations and maintenance of the property are funded by golf course revenues. The remaining net income is split 85% to the City and 15% to Touchstone. This structure allows for the management and operation of a golf course to be a collaborative effort. Below are the terms of the agreement with Touchstone for the management and operations of Par 3.

Term	5-year term, with the option of one 5-year extension
Management Fee	\$48,000 annually paid to Touchstone
Revenue	Touchstone to receive 15% of net income, City retains the remaining revenues
Capital Improvement Fund	Fund an annual CIP Reserve equal to 2.5% of Gross Revenues for future facility improvements and ongoing repair requirements

DISCUSSION

On November 20, 2018, the City Council approved a five-year management agreement with Touchstone Golf LLC for the management of operations and maintenance of the Arcadia Par 3 Golf Course. Touchstone is reaching the end of their initial agreement term and has requested to exercise the optional five-year renewal. During the initial term, Touchstone has been in full compliance with the terms of the agreement and has maintained a positive working relationship with City staff. Touchstone has continued to find innovative ways to increase use of the golf course such as allowing the course to be used for a disc golf tournament. The tournament was held during dusk, a time of day that is not typically active with golfers, and generated significant revenue during a time that would otherwise have little activity.

In addition to exercising the five-year renewal option, which would extend the current agreement through 2028, Touchstone is requesting to add a second, optional five-year renewal term. The second renewal term, if exercised, would extend the management agreement through 2033. The additional term would allow the City and Touchstone to continue to collaborate on long-term improvements to the golf course such as the addition of a double-decker driving range, which both parties have identified as a potential revenue enhancement over time. To further facilitate this effort, Touchstone has offered to include a contribution of \$50,000 towards the design of the double-decker driving range as a condition of adding the additional renewal term. All other conditions of the original agreement would remain the same.

During the initial agreement term, Touchstone has successfully managed the Arcadia Par 3 Golf Course. The Public Works Services Department is confident that Touchstone will continue to deliver services in a successful manner during the renewal term.

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

Prior to the current agreement with Touchstone, Par 3 was operated on a calendar-year lease-term basis, with an approximate net average monthly income of \$78,300. Touchstone assumed management of Par 3 during the last half of Fiscal Year 2018-19. Initially, revenue declined slightly during the first few months of the transition and the facility was closed for roughly two months due to the pandemic. Despite these challenges, Par 3's revenue quickly improved and has nearly doubled from the previous agreement. The average monthly gross revenues show steady growth with \$154,700 in 2021,

\$159,400 in 2022, and \$162,800 (year-to-date) for 2023. Since Touchstone took over the management of the Par3 Course, the net income is just over \$2 million.

Under the current agreement, golf course revenues are utilized to fund the day-to-day operations of the golf course. The remaining net revenue is split 85% to the City and 15% to Touchstone. Additionally, 2.5% of total gross revenues are used to fund capital improvements and other maintenance projects in excess of \$5,000, contributing approximately \$25,000 per year. City staff works with the Touchstone management team to identify projects to include in the Capital Improvement Program each year. No General Fund monies are used towards day-to-day operations or maintenance of Arcadia Par 3 Golf Course.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and approve, authorize, and direct the City Manager to execute an extension to the Management Agreement with Touchstone Golf, LLC, for the management of operations and maintenance of the Arcadia Par 3 Golf Course, with the option of one additional five-year renewal term.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Proposed Amendment No. 1

**1ST AMENDMENT OF ARCADIA PAR 3
GOLF COURSE MANAGEMENT AGREEMENT**

THIS AMENDMENT dated _____, 2023 is entered into effective _____, 2023 by and between the City of Arcadia, California, a charter city organized under the Constitution and laws of the State of California ("CITY") and Touchstone Golf, LLC, a Delaware limited liability company ("TOUCHSTONE").

WHEREAS, CITY and TOUCHSTONE previously entered into the Arcadia Par 3 Golf Course Management Agreement dated November 30, 2018, relating to the operation and management of the golf course and clubhouse facilities at the Arcadia Par 3 Golf Course (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement as provided in this Amendment;

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, the parties agree as follows:

TERMS OF THE AMENDMENT

1. Amendment to Section I (A) of the Management Agreement

The parties agree that as of _____, 2023, TOUCHSTONE is in compliance with Agreement and the CITY hereby approves the 5 year Renewal Term for the period of _____, 2023 through _____, 2028.

Further, the City agrees to provide for an additional 5 year renewal term (the "Second Renewal Term) from _____, 2028 to _____, 2033 provided that TOUCHSTONE is in compliance with the Agreement upon termination of the Renewal Term and further provided that TOUCHSTONE contributes \$50,000 to the City's golf course driving range project no later than _____, 2023.

3. No Further Modification. Except as modified by the terms of this Amendment, all terms and conditions of the Agreement shall remain unmodified and in full force and effect.

4. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. Counterparts executed and exchanged by email or facsimile transmission shall be fully enforceable.

[signature page attached]

SIGNATURE PAGE
1ST AMENDMENT OF ARCADIA PAR 3
GOLF COURSE MANAGEMENT AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date set forth above.

CITY OF ARCADIA

TOUCHSTONE GOLF, LLC

By: _____
Dominic Lazzaretto
City Manager

By: _____
Title: _____
Printed Name: _____

ATTEST:

By: _____
City Clerk

By: _____
Title: _____
Printed Name: _____

APPROVED AS TO FORM:

CONCUR:

By: _____
Michael J. Maurer
City Attorney

Paul Cranmer
Public Works Services Director



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: John Corona, Utilities Superintendent

SUBJECT: PURCHASE OF 3,203 ACRE-FEET OF IMPORTED CYCLIC STORAGE WATER FROM THE MAIN SAN GABRIEL BASIN WATERMASTER IN THE AMOUNT OF \$3,068,474
CEQA: Not a Project
Recommendation: Approve

SUMMARY

The City of Arcadia (“City”) gets a major portion of its drinking water supply from the Main San Gabriel Groundwater Basin (“Main Basin”). The remaining demand is met from City wells that pump a fixed amount of groundwater from the Raymond Basin. The City of Arcadia has a Cyclic Storage account with the Main Basin that can be used to store supplemental Replacement Water for later use. The City has the opportunity to pre-purchase imported water that has been made available through Upper San Gabriel Valley Municipal Water District (“Upper District”) for \$958 an acre-foot. This rate is \$148 an acre-foot less than Replacement Water that is regularly purchased. Some, or all of this water will be used to satisfy demands for Fiscal Year 2023-24, with any remaining water to be used at a later date. By pre-purchasing at a lower rate, the City and its customers will save approximately \$474,044 in water costs.

It is recommended that the City Council approve the purchase of 3,203 acre-feet of Imported Replacement Water from the Main San Gabriel Basin Watermaster in the amount of \$3,068,474.

BACKGROUND

In 1973, an overproduction of water from the Main Basin resulted in a stipulated judgment that created the Main San Gabriel Basin Watermaster. The Main San Gabriel Basin Watermaster is a nine-person board appointed by the Los Angeles County Superior Court that administers and enforces the provisions of the Main San Gabriel Basin Judgment. This Judgment established water rights and responsibilities for the efficient management of the quantity and quality of water in the Main Basin.

This is accomplished in part by the Main San Gabriel Basin Watermaster determining the total amount of water that can be pumped from the Main Basin each year, free from a Replacement Water assessment; this amount is referred to as the Operating Safe Yield. The Operating Safe Yield for Fiscal Year 2023-24 was set at 150,000 acre-feet. The City's annual share of the Operating Safe Yield is 4.23%, or 6,345 acre-feet. Pumping more water than the amount established for a given year is allowed; however, the City must then purchase Replacement Water to recharge the groundwater basin. For context, one acre-foot is approximately the size of an entire football field buried in one foot of water.

Although Governor Newsom eased drought restrictions through Executive Order N-5-23 on March 24, 2023, Southern California groundwater basins continue to recover from the multi-year drought. Consequently, pumping rights in the Raymond Basin remain at reduced levels. This has placed a greater demand on water pumped from the Main Basin.

DISCUSSION

The Main San Gabriel Basin Watermaster has set the cost for replacement water at \$1,106 an acre-foot for Fiscal Year 2023-24. However, to encourage water agencies to purchase available water from the State Water Project, the Watermaster is offering a reduced rate of \$958 per acre-foot, if purchased before January 1, 2024. Pre-purchasing 3,203 acre-feet of imported supplemental water will save the City approximately \$474,044.

The advantage of pre-purchasing imported supplemental water and storing it in the City's Cyclic Storage Account are two-fold. First, it ensures that water is delivered to the Main Basin, which helps maintain higher groundwater levels than if the water was purchased as Replacement Water. Second, the water is purchased at a lower rate and can be credited toward the City's Storage account for up to five years. With Replacement Water costs increasing annually, the savings will grow over time.

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 have been budgeted in Fiscal Year 2023-24 Water Operations Budget for the purchase of supplemental Replacement Water. No general funds are necessary for this purchase. Pre-purchasing Imported Replacement Water at the reduced rate will save the City approximately \$474,044.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project and is, therefore, exempt under the California Environmental Quality Act (“CEQA”); and approve the purchase of 3,203 acre-feet of imported cyclic storage water from the Main San Gabriel Basin Watermaster in the amount of \$3,068,474.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Michael Kwok, Associate Civil Engineer

SUBJECT: REJECT THE ONE PROPOSAL RECEIVED FOR DESIGN-BUILD SERVICES FOR THE BONITA PARK CONCESSION BUILDING IMPROVEMENT PROJECT AND DIRECT STAFF TO RE-DESIGN THE PROJECT AND SOLICIT ADDITIONAL PROPOSALS

CEQA: Not a Project

Recommendation: Approve

SUMMARY

The Fiscal Year 2023-24 Capital Improvement Program allocated funding for the design and construction of a new concession building at Bonita Park. To ensure that the City is receiving the highest quality of service and most competitive pricing for the design-build project, the Public Works Services Department (“PWSD”) solicited a formal Request for Proposals (“RFP”). Only one proposal was received, and it significantly exceeded the budget for the project.

It is recommended that the City Council reject the one proposal received for design-build services for the Bonita Park Concession Building Improvement Project and direct staff to re-design the project and solicit additional proposals at a later date.

BACKGROUND

On August 1, 2017, the City Council adopted the Recreation and Parks Master Plan (“Master Plan”), which is a guiding policy document that provides prioritized recommendations for growth, development, and implementation strategies related to parks and recreation facilities. The recommendations proposed were based on a detailed assessment of community demographics, community needs, existing conditions of recreation and parks facilities, and the effectiveness of the various recreation and community services programs.

These recommendations were prioritized on a four-tier basis, depending on their degree of need, with Tier 1 being the highest priority and Tier 4 the lowest priority. Tier 1 recommendations are critical projects necessary for maintaining and improving existing program operations, replacing aged infrastructure, and providing additional park

enhancements for continued enjoyment and safety. The replacement of the concession building at Bonita Park was listed as a Tier 2 improvement.

The Master Plan and the design-build plans used for the existing Eisenhower Park concession/restroom building that was replaced in 2020 were utilized to prepare an RFP for the design and construction of the new concession building at Bonita Park. The Project's goal is to beautify the park as well as provide improved concession and restroom amenities for park users. The key elements of the proposed concession building include, but are not limited to, a concession area, storage room, restrooms, exterior drinking fountains, and various appliances and furnishings.

DISCUSSION

A Notice Inviting Bids was published in accordance with City Council Resolution No. 7483, and proposal packages were provided to companies that perform this type of work. On August 28, 2023, the City Clerk received one proposal with the following results:

Bidder	Location	Bid Amount
Axiom Group	Los Angeles, CA	\$ 2,488,536

PWSD staff contacted companies that received the RFP to inquire as to why they did not submit a proposal, and many of them communicated that they currently do not have the ability to take on the project. The one proposal the City received, substantially exceeded the \$1.7 million budget for this project. It is recommended that the one proposal received for design-build services for the Bonita Park Concession Building Improvement Project be rejected; this will allow the project design to be re-evaluated and revised in an effort to achieve cost savings. Alternatives could include prefabricated buildings, different construction materials, removing elements, or simply waiting until more contractors have the capacity to bid on the project.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

Funds in the amount of \$1,700,000 have been budgeted for the Bonita Park Concession Building Improvement Project as part of the Fiscal Year 2023-24 CIP budget, with all project costs being paid from the Parks Fund.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project, and therefore, is exempt under the California Environmental Quality Act ("CEQA"); and reject the one proposal received for design-build services for the Bonita Park Concession Building Improvement Project and direct staff to re-design the project and to solicit additional proposals.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Development Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Kevin Merrill, City Engineer
By: Ryan Huey, Assistant Engineer

SUBJECT: ACCEPT ALL WORK PERFORMED BY CALIFORNIA PROFESSIONAL ENGINEERING, INC. FOR THE SANTA ANITA AVENUE CORRIDOR PHASE 2 TRAFFIC SIGNAL IMPROVEMENTS, AT THE INTERSECTIONS OF SANTA ANITA AVENUE AND COLORADO BOULEVARD, SANTA CLARA STREET, DIAMOND STREET, WISTARIA AVENUE AND VIRGINIA DRIVE, AS COMPLETE
CEQA: Exempt
Recommendation: Approve

SUMMARY

On March 15, 2022, the City Council awarded a contract to California Professional Engineering, Inc. ("CPE"), in the amount of \$1,026,511, plus a 10% contingency, for traffic signal improvements and modifications at the five intersections of Santa Anita Avenue & Colorado Boulevard; Santa Anita Avenue & Santa Clara Street; Santa Anita Avenue & Diamond Street; Santa Anita Avenue & Wistaria Avenue; and Santa Anita Avenue & Virginia Drive. There were four change orders on the project, which collectively added \$97,940.40, or 9.54% of the contract amount. With the adjustment for change orders, the final contract amount is \$1,124,451.40, which is within the total authorized budget.

The terms and conditions of this project have been complied with and the required work has been performed to the satisfaction of City staff. It is recommended that the City Council accept the project as complete and authorize the final retention payment in accordance with the contract documents.

BACKGROUND

Phase 1 of the traffic signal improvements along Santa Anita Avenue began in February 2020 and were completed in December 2020. The project included improvements to two intersections along the Santa Anita Avenue corridor, at Santa Anita Avenue & Alta Street,

and Santa Anita Avenue & Le Roy Avenue. In Phase 2, the project proposed traffic signal improvements at five additional intersections to continue upgrading the corridor.

With several traffic signal components functioning inefficiently and nearing the end of their lifespans, upgrades were necessary to prevent issues that would negatively affect the daily operation of the intersections. With constant advancements in traffic signal equipment, the City continues to be intentional in selecting equipment that improves traffic signal management and operations. The improvements for Phase 2 included the implementation of flashing yellow arrow (“FYA”) capability and the installation of new traffic signal poles, cabinets, signal heads, conductor cables, detector loop cables, pedestrian push buttons, video detection equipment, CCTV cameras, switches, pull boxes, and fiber optic cable.

In addition, crosswalk striping was refreshed at all intersections, with white paint being replaced with high-visibility yellow paint at Santa Anita Avenue & Wistaria Avenue, Santa Anita Avenue & Diamond Street, and Santa Anita Avenue & Virginia Drive. The high-visibility yellow paint is an added safety measure for both vehicles and pedestrians crossing at the three intersections located near schools.

Lastly, concrete improvements that included the re-construction of curb ramps, sidewalk, and median passageways were completed to comply with current Americans with Disabilities Act (“ADA”) standards.

DISCUSSION

The construction of Phase 2 began in October 2022 and was completed in July 2023. The project was delayed several months due to lengthy lead times for materials, an unanticipated pole relocation, and unexpected weather delays. The project has now been completed to the City’s satisfaction.

The project included four Change Orders, each of which is described below.

- Change Order #1 included the installation of five new traffic signal cabinets and repair of loops and detector loop cables. This work was performed at five intersections separate from the project to address immediate issues caused by old cabinets.
- Change Order #2 included labor and additional work for the contractor to break down an existing foundation that was discovered while potholing, to accommodate the placement of a traffic signal pole at a newly proposed location shown on the design plans.

- Change Order #3 was created to re-open the purchase order that had been closed by mistake when paying a previous invoice. There was no monetary impact from this change.
- Change Order #4 included various work items in which unforeseen issues were discovered during construction and were addressed on a time and materials (“T&M”) basis to allow the contractor to continue working without interruption. Most of the costs incurred in Change Order #4 were caused by issues at the northeast corner of Santa Anita Avenue & Colorado Boulevard. With limited right-of-way and a large traffic signal pole in the middle of the sidewalk/curb ramp, existing field conditions made it difficult to implement the new design of the ADA compliant curb ramp to include both compliant slopes and path of travel clearances. After various field visits with the concrete contractor and traffic signal contractor, it was determined that the best solution to bring the ramp into compliance would be to relocate the traffic signal pole. Although this work was an additional expense, the work allowed the City to address the area of concern, construct a compliant curb ramp, and remain within budget.

As shown in the table below, these change orders brought the final construction total to \$1,124,451.40, which is within the approved 10% contingency.

Original Contract:		\$1,026,511
CO #1	\$27,426.25	
CO #2	\$2,670.96	
CO #3	(No Expense)	
CO #4	\$67,843.19	
COs Sub Total:		\$97,940.40
Final Total Contract:		\$1,124,451.40

FISCAL IMPACT

This project was originally budgeted in the Fiscal Year 2021-22 Capital Improvement Program at \$800,000, with local funding from the Transportation Impact Fund. At the time the contract was awarded on March 15, 2022, the City Council authorized a total budget of \$1,026,511, plus a 10% contingency for the project.

Transportation Impact Funds budgeted for the Colorado Street/Boulevard - Complete Streets (Traffic Signal Improvements) Project and Traffic Signal Fiber Optics Network Extensions Project were used to cover the remaining balance of the project. The intersection improvements at Santa Anita Avenue & Colorado Boulevard were deemed eligible work under the Colorado Street/Boulevard – Complete Streets (Traffic Signal Improvements) Project budget, as it contributes to the overall goal of improving the Colorado Boulevard Corridor. Excess funds in the Traffic Signal Fiber Optics Network Extensions Project budget were available after the completion of prior extension projects.

Accept Santa Anita Avenue Corridor Phase 2 Traffic Signal Improvements

October 17, 2023

Page 4 of 4

A portion of the remaining funds were used on this project to continue expanding the City's fiber optic cable network along Colorado Boulevard, which was a missing segment that had been a high priority for completion.

The breakdown of expenses from each fund is shown in the table below.

PROJECT	AMOUNT EXPENDED	FUND
Santa Anita Avenue Corridor Traffic Signal Improvements	\$760,000.00	Transportation Impact
Colorado Street/Boulevard - Complete Streets (Traffic Signal Improvements)	\$240,000.00	Transportation Impact
Traffic Signal Fiber Optics Network Extensions	\$124,451.40	Transportation Impact
Total	\$1,124,451.40	

RECOMMENDATION

It is recommended that the City Council accept all work performed by California Professional Engineering, Inc. for the Santa Anita Avenue Corridor Phase 2 Traffic Signal Improvements, at the intersections of Santa Anita Avenue and Colorado Boulevard, Santa Clara Street, Diamond Street, Wistaria Avenue and Virginia Drive, as complete; and authorize the final payment to be made in accordance with the contract documents.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Public Works Services Department

DATE: October 17, 2023

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Jan Balanay, Assistant Engineer

SUBJECT: ACCEPT ALL WORK PERFORMED BY MISSION PAVING AND SEALING, INC. FOR THE FISCAL YEAR 2022-23 ANNUAL SLURRY SEAL PROJECT AS COMPLETE

CEQA: Exempt

Recommendation: Approve

SUMMARY

On February 7, 2023, the City Council approved a contract with Mission Paving and Sealing, Inc. in the amount of \$741,340 for the Fiscal Year 2022-23 Annual Slurry Seal Project. The terms and conditions of this project have been complied with and the work has been performed to the satisfaction of the Project Manager for a total project cost of \$741,340.

It is recommended that the City Council accept all work performed by Mission Paving and Sealing, Inc. for the Fiscal Year 2022-23 Annual Slurry Seal Project as complete and authorize the final payment to be made in accordance with the contract documents, subject to the retention of \$37,067.

BACKGROUND

The Public Works Services Department (“PWSD”) is responsible for the maintenance and repair of approximately 147 miles of roadway within the City. The Annual Slurry Seal Maintenance Program assists in extending the life expectancy of City streets and improves the overall appearance and safety. This program provides surface maintenance for all City streets and divides the City into eight zones, with one zone being addressed each year. In addition, the City conducts street-by-street condition assessments to rank existing street surfaces and to prioritize major repairs, when needed. Updates to the plan are conducted regularly to ensure that the program is effective and to identify street segments with unusual wear and tear.

DISCUSSION

On February 7, 2023, the City Council approved a contract with Mission Paving and Sealing, Inc. for the Fiscal Year 2022-23 Annual Slurry Seal Project. The work performed encompassed approximately 17.9 miles of residential and arterial streets and included crack sealing; the application of an emulsified asphalt and sand coating commonly referred to as slurry; and re-stripping of street centerlines, stop bars, and pavement markers. This process protects the asphalt pavement surface from weather, restores skid resistance, and provides improved aesthetics to the street and surrounding neighborhood.

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

FISCAL IMPACT

Funds in the amount of \$800,000 have been budgeted in the Fiscal Year 2022-23 Capital Improvement Program for the Annual Slurry Seal Program. The total cost for this Project is \$741,340.

RECOMMENDATION

It is recommended that the City Council accept all work performed by Mission Paving and Sealing, Inc. for the Fiscal Year 2022-23 Annual Slurry Seal Project as complete; and authorize the final payment to be made in accordance with the contract documents, subject to the retention of \$37,067.

Approved:



Dominic Lazzaretto
City Manager