

# CITY OF ARCADIA

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## City Council Regular Meeting Agenda



**Tuesday, June 17, 2025, 7:00 p.m.**

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

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

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

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

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

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### **How to Submit Public Comment:**

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

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

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

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

**如何提交公众评论意见:**

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

1. **亲自出席:** 填写一张发言人卡片, 注明议程项目编号, 然后在会议开始前提交给市书记官, 或者在市长询问公众发言时, 直接到讲台上发言。发言者通常每人限时五 (5) 分钟; 如有时间调整, 将在公众评论期间之前公告。根据市长的裁量权, 时间限制可能会缩短, 以便发言者向市议会发言。

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

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

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**1. CALL TO ORDER**

**2. INVOCATION**

Mohammad Ahad, Mosque of San Gabriel

**3. PLEDGE OF ALLEGIANCE**

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

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

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

**6. PRESENTATIONS**

- a. Presentation of a \$30,000 donation from the Friends of the Arcadia Public Library for Library programming.
- b. Presentation of Mayor's Certificate of Commendation to Priscilla Lee for receiving the Grand Prize at the Creative World Art Center, Juried Student Art Show.

**7. APPOINTMENTS**

- a. Appointments to City Boards and Commissions.  
CEQA: Not a Project  
Recommended Action: Make Appointments

## 8. PUBLIC HEARING

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

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

- a. Resolution No. 7641 confirming the Engineer's Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2025-26.  
CEQA: Not a Project  
Recommended Action: Adopt

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

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

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

## 11. CONSENT CALENDAR

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

- a. Regular Meeting Minutes of June 3, 2025.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones ("FHSZ") Map.  
CEQA: Exempt  
Recommended Action: Adopt

- c. Ordinance No. 2406 amending the Arcadia Municipal Code by adding Part 11 to Chapter 2 of Article II (Administration Code) to formally establish the Senior Citizens Commission.  
CEQA: Not a Project  
Recommended Action: Adopt
- d. Ordinance No. 2407 amending Article III, Chapter 3, Part 2, Section 3320 (Public Safety) of the Arcadia Municipal Code to prohibit bicycles and wheeled toys on all recreation courts.  
CEQA: Not a Project  
Recommended Action: Introduce
- e. Resolution No. 7636 amending the Senior Citizens Commission By-Laws.  
CEQA: Not a Project  
Recommended Action: Adopt
- f. Resolution No. 7637 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.  
CEQA: Not a Project  
Recommended Action: Adopt
- g. Resolution No. 7642 adopting a list of projects for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017.  
CEQA: Not a Project  
Recommended Action: Adopt
- h. Donation of \$30,000 from the Friends of the Arcadia Public Library for Library programming.  
CEQA: Not a Project  
Recommended Action: Accept
- i. Statement of Investment Policy for Fiscal Year 2025-26.  
CEQA: Not a Project  
Recommended Action: Approve
- j. Amendment to the Professional Services Agreement with VRC Companies, LLC, for document management software and maintenance support in the amount of \$34,268.75.  
CEQA: Not a Project  
Recommended Action: Approve
- k. Amendment to the Professional Services Agreement with Studio Spectrum, Inc. for video production and broadcast services for City Council meetings, in an amount not to exceed \$35,000.  
CEQA: Not a Project  
Recommended Action: Approve
- l. Amendment to the Master SaaS and Services Agreement with Sharp Performance for mobile app services for Fiscal Year 2025-26, in an amount not to exceed \$43,010.  
CEQA: Not a Project  
Recommended Action: Approve

- m. Contract with All Cities Engineering Inc. for the Goldring Well Pipeline and Storm Drain Project in the amount of \$916,920.  
CEQA: Mitigated Negative Declaration / Notice of Determination Filed  
Recommended Action: Approve
- n. Services Agreement with Vertex Data Utility Services, LLC. to provide WaterSmart Software for Arcadia water customers in an amount not to exceed \$49,597.14.  
CEQA: Not a Project  
Recommended Action: Approve
- o. Authorize Lease Agreement for 1,200 acre-feet of production rights in the Main San Gabriel Basin from Covina Valley Water Company in the amount of \$1,096,200.  
CEQA: Not a Project  
Recommended Action: Approve
- p. Purchase Order with OCLC, Inc. for bibliographic services and metadata in an amount not to exceed \$32,000.  
CEQA: Not a Project  
Recommended Action: Approve
- q. Purchase Order with Tsai Fong for international language materials in an amount not to exceed \$35,000.  
CEQA: Not a Project  
Recommended Action: Approve
- r. Purchase Order with Ingram for library materials in the amount of \$115,000.  
CEQA: Not a Project  
Recommended Action: Approve
- s. Purchase Order with OverDrive, Inc. for eBooks, eMagazines, digital audiobooks, and streaming videos, in an amount not to exceed \$69,000.  
CEQA: Not a Project  
Recommended Action: Approve
- t. Change Order to increase the Purchase Order with PDQ Enterprises, Inc. dba PDQ Rentals for emergency equipment rentals in the amount of \$12,692.  
CEQA: Not a Project  
Recommended Action: Approve
- u. Accept all work performed by Carter Enterprises Group, Inc. for the Americans with Disabilities Act Curb Ramp Project in the amount of \$211,866.  
CEQA: Exempt  
Recommended Action: Approve
- v. Accept all work performed by Gentry Brothers, Inc. for the Downtown Alley Improvements Project and City Broadband Infrastructure in the amount of \$1,984,979.50.  
CEQA: Exempt  
Recommended Action: Approve

## **12. ADJOURNMENT**

The City Council will adjourn this meeting to Tuesday, July 15, 2025, at 6:00 p.m. in the City Council Conference Room.

## Welcome to the Arcadia City Council Meeting!

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

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

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

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

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

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

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

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

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

# 欢迎参加阿凯迪亚市议会会议！

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

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

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

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

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

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

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

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

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



# STAFF REPORT

Office of the City Clerk

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** APPOINTMENTS TO CITY BOARDS AND COMMISSIONS  
**CEQA: Not a Project**  
**Recommendation: Make Appointments**

## **SUMMARY**

Annually, the City Council appoints individuals to serve on various City Boards and Commissions. This agenda item will enable the City Council to take action to fill vacancies on the Arcadia Beautiful Commission, Human Resources Commission, Library Board of Trustees, Arcadia Health Commission, and Senior Citizens Commission. It is recommended that the City Council make the necessary appointments to fill vacancies on Arcadia's Boards and Commissions, effective July 1, 2025.

## **BACKGROUND**

Arcadia's Boards and Commissions serve to advise the City Council on matters that impact the community. With the addition of the newly formed Health Commission, there are now eight City Boards and Commissions in total: Arcadia Beautiful, Arcadia Health, Arcadia Museum, Human Resources, Library Board of Trustees, Planning, Recreation and Parks, and Senior Citizens. All boards and commission have member terms beginning on July 1 and ending June 30, unless a vacancy occurs and an unexpired term is being filled.

Most City Boards and Commissions are advisory in nature except for the Human Resources Commission, the Library Board of Trustees, and the Planning Commission, who have been granted additional duties and powers. Each Board and Commission is governed by the protocols in the Boards and Commissions Handbook, as well as any specific provisions in their authorizing ordinances. Each Spring, the City Clerk's Office initiates a recruitment process for City Boards and Commissions. The recruitment period begins a few months before appointments are made by the City Council in June.

## Board and Commission Appointments

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The City advertises Board and Commission openings through its communication channels that include the City's website, social media channels, monthly utility bill insert, and monthly email newsletter. If there are any mid-term vacancies, the City Clerk's Office revisits the list of applicants that were not appointed, but have kept their resume on file with the City, and solicits their interest in filling the applicable vacancy. Any interested applicants are then recommended to the City Council for appointment. Alternatively, at the City Council's discretion, a full recruitment can be undertaken to fill an unplanned vacancy.

Each member of a City Board and Commission may generally serve up to two (2) consecutive, four-year terms, with two exceptions: filling an unexpired term and Senior Citizens Commission term limits. Residents may fill an unexpired term and then be appointed to two consecutive terms. Additionally, members of the Senior Citizens Commission may serve up to two (2) consecutive, two-year terms.

During the June 17, 2025, City Council meeting, the City Council will consider the adoption of Ordinance No. 2406, which will formally establish the Senior Citizens Commission and reduce the number of service club members. Currently, the Senior Citizens Commission maintains five openings that are filled by local service club organizations. Through Ordinance No. 2406, the number of service club members will be reduced from five to four, which will include one member from the Arcadia Golden Age Club, Arcadia Traveler's Club, Arcadia Senior Men's Club, and the Assistance League of Arcadia. For these appointments, each service club recommends a member who will represent their organization and serve on the City's Senior Citizens Commission.

Similar to how the Senior Citizens Commission operates, the newly established Arcadia Health Commission will maintain four openings that are filled by local health care entities from any of the following: USC Arcadia Hospital, Keck Medicine of USC, Kaiser Permanente, Children's Hospital of Los Angeles, Huntington Health, and the City of Hope. For these appointments, each health care entity recommends a member who will represent their organization and serve on the Arcadia Health Commission. The three at-large openings will be filled by health care professionals either living or practicing in the City of Arcadia.

### **DISCUSSION**

Five City Boards and Commissions have openings this year. There are 16 openings sought by 25 new applicants and four incumbents seeking reappointment, for a total of 29 applicants. All five districts of Arcadia are represented in the 29-person applicant pool. It is recommended that the City Council fill vacancies on the following Boards and Commissions:

- Arcadia Beautiful Commission (3 positions open)

- Human Resources Commission (1 position open)
- Library Board of Trustees (2 positions open, including one position to fill an unexpired term ending June 30, 2027)
- Senior Citizens Commission (1 At-large and 2 Service Club positions open)
- Arcadia Health Commission (3 At-large and 4 Local Health Care Agencies positions open)

In order to facilitate City Council action, the following documents are attached to this report:

1. Attachment No. 1 - Appointment Summary Sheet showing the number of vacancies open on each board/commission, which members are eligible for reappointment, and the names of individuals who have submitted resumes and are interested in serving on that board/commission.
2. Attachment No. 2 - Current Board and Commission Roster.
3. Attachment No. 3 - Citizen Service Resumes and letters of recommendation from Arcadia Service Clubs/Health Care Entities, if required.

With the exception of the Health Commission, all applicants have been verified as Arcadia residents, being at least 18 years of age, and registered voters of the City, in accordance with the Arcadia City Charter.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

There is no fiscal impact from City Council making appointments to City Boards and Commissions.

### **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 make

Board and Commission Appointments

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appointments to fill vacancies on Arcadia Boards and Commissions, effective July 1, 2025.

Attachment No. 1: Appointment Summary Sheet

Attachment No. 2: Current Board and Commission Roster

Attachment No. 3: Citizen Service Resumes

**Attachment No. 1**

<b>2025 BOARDS AND COMMISSIONS APPOINTMENT SUMMARY</b>					
<b>ARCADIA BEAUTIFUL COMMISSION</b>	<b>* 3 Positions Open</b>			<b>Interested in 2025</b>	
<b>Applicants on File</b>	Ashish Guha - D2				
	Melissa Stephens - D5				
	George Soliman - D5				
	Karren Levine - D4				
	Greg Wang - D3				
	Kathleen (Kassie) Douglass - D3				
	Linda Fine - D4				
	Michael Cham - D5				
<b>HUMAN RESOURCES COMMISSION</b>	<b>* 1 Position Open</b>			<b>Interested in 2025</b>	
<b>Applicants on File</b>	Tina Lee Rodriguez - D2			Eligible for Reappointment	<b>YES</b>
	Kenneth Proulx - D1				
	Ashish Guha - D2				
	Michael McNeil - D3				
	Alexander Arasawa - D1				
	Jose Diaz - D5				
	Jonathan Tsou - D5				
	Cyrus Tang - D3				
	Michael Cham - D5				
<b>LIBRARY BOARD</b>	<b>*2 Positions Open</b> (Note: including an unexpired term ending 06/30/2027)			<b>Interested in 2025</b>	
<b>Applicants on File</b>	Barbara Delphey - D4 (Filling Unexpired Term)			Eligible for Reappointment	<b>YES</b>
	Ashish Guha - D2				
	Edwin Schmitt - D3				
	Alexander Arasawa - D1				
	Carol Saunders - D1				
	Joyce Platt - D5				
	Barbara Ansell - D1				
	Michael Cham - D5				
<b>SENIOR CITIZENS' COMMISSION</b>	<b>*1 At-Large Position Open</b> <b>*2 Club Positions Open</b> (2-year terms)			<b>Interested in 2025</b>	
<b>At-Large Appointments</b>	Robert Bolster - D2 (Filling Unexpired Term)			Eligible for Reappointment	<b>NO</b>
	Ashish Guha - D2				
	Karren Levine - D4				
	Alexander Arasawa - D1				
	Angela Lai - D3				
	Michael Cham - D5				
<b>Club Appointments</b>				<b>Interested in 2025</b>	<b>Recom. Letter</b>
<b>Senior Men's Club</b>	Steve Sherman - D5			Eligible for Reappointment	<b>YES</b>
<b>Traveler's Club</b>	Joyce Platt - D5			Eligible for Reappointment	<b>NO</b>
	Marilyn Mazone - D3				<b>YES</b>
<b>ARCADIA HEALTH COMMISSION</b>	<b>*3 At-Large Positions Open</b> <b>4* Local Health Care Positions Open</b>			<b>Interested in 2025</b>	
<b>At-Large Appointments</b>	David Ratto - D2				
	Dino Clarizio - D2				
	Desiree Molina - D4				
<b>Local Health Care Appointments</b>				<b>Interested in 2025</b>	<b>Recom. Letter</b>
<b>Huntington Health</b>	Chia-Chieh Hu - D4				<b>YES</b>
<b>Kaiser Permanente</b>	Mark Feng - D5				<b>YES</b>
<b>Keck Medicine of USC</b>	Angela Thomassian - D(n/a)				<b>YES</b>
<b>USC Arcadia Hospital</b>	Clifford Daniels - D(n/a)				<b>YES</b>

## Attachment No. 2

### ARCADIA CITY COUNCIL & BOARDS AND COMMISSIONS ROSTER 240 W. HUNTINGTON DRIVE, ARCADIA, CA 91007

<u>CITY COUNCIL</u>	<u>TERM EXPIRES</u>
<b>Regular Meetings – 1<sup>st</sup> &amp; 3<sup>rd</sup> Tuesday of each month, Conference Room, 6:00 p.m.; Council Chamber, 7:00 p.m.</b>	
Sharon Kwan, Mayor	November 2026
Eileen Wang, Mayor Pro Tem	November 2026
Dr. Michael Cao, Council Member	November 2026
Paul P. Cheng, Council Member	November 2028#
David Fu, Council Member	November 2028
 <b><u>ARCADIA BEAUTIFUL COMMISSION</u></b>	
<b>Meetings are held as needed at a time and place tbd (Liaison: David Fu)</b>	
Burton Brink	6-30-25#
Robert Miller	6-30-25#
Sheryl Hunter	6-30-25#
Gary Brewer	6-30-27#
Vivien Watts	6-30-27
Uyen Wong (Filling Unexpired Term)	6-30-28
Lisa Walton	6-30-28
 <b><u>ARCADIA MUSEUM COMMISSION</u></b>	
<b>Meetings are held on 1st Wednesday of every other month, Museum Conference Room, 5:00 p.m. (Liaison: David Fu)</b>	
Dale Carter (Filling Unexpired Term)	6-30-26#
Virginia Blitz	6-30-26#
Marilyn Daleo	6-30-26
Janalee Shimmin	6-30-26
Angela Ayala	6-30-28
 <b><u>HUMAN RESOURCES COMMISSION</u></b>	
<b>Regular Meetings – 2<sup>nd</sup> Thursday of each month, Council Chamber, 5:30 p.m. (Liaison: Cheng)</b>	
Tina Rodriguez	6-30-25
Huong Sueyen McMahon	6-30-26
Kaitlyn Jeong	6-30-27#
Lula Eskander	6-30-28#
Chang Lee	6-30-28
 <b><u>LIBRARY BOARD</u></b>	
<b>Regular Meetings – 3<sup>rd</sup> Thursday of each month, Library Conference Room, 4:30 p.m. (Liaison: Cheng)</b>	
Barbara Delphey (Filling Unexpired Term)	6-30-25
Miriam Carter	6-30-26#
Connie Liao	6-30-26
<b>Vacant</b>	6-30-27
Hsiuchen Chen	6-30-28
 <b><u>PLANNING COMMISSION</u></b>	
<b>Regular Meetings – 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesday of each month, Council Chamber, 7:00 p.m. (Liaison: Wang)</b>	
Marilynne Wilander	6-30-26#
Domenico Tallerico	6-30-26
Angela Hui	6-30-26
David Arvizu	6-30-27
Vincent Tsoi	6-30-28

Revised 05/07/25

# Indicates serving second term

**TERM EXPIRES**

**RECREATION AND PARKS COMMISSION**

Regular Meetings – 2<sup>nd</sup> Wednesday of each month, Recreation Department, 375 Campus Drive, 6:00 p.m. (Liaison: Kwan)

Gregory Vanni	6-30-26
Matthew Goldsby (Filling Unexpired Term)	6-30-27#
Sonny Mediana	6-30-27
Roberto Ayala	6-30-28
Valerie Cheung	6-30-28#

**SENIOR CITIZENS' COMMISSION**

Regular Meetings – 1<sup>st</sup> Thursday of each month, Recreation Department, 375 Campus Drive, 4:00 p.m. (Liaison: Cao)

**At-Large Appointments**

Robert Bolster (Filling Unexpired Term)	6-30-25#
Ethel Laczko	6-30-26
Cris Arzate	6-30-26

**Club Appointments**

Steve Sherman – Senior Men’s Club	6-30-25
Joyce Platt – Traveler’s Club	6-30-25
Shirley Curley – Assistance League (Filling Unexpired Term)	6-30-26
Cynthia Salazar – Golden Age Club	6-30-26

**ARCADIA HEALTH COMMISSION**

Regular Meetings – TBD (Liaison: Wang)

**ARCADIA BEAUTIFUL  
COMMISSION  
APPLICANTS**



# Citizen Service Resume APR 11 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Ashish Guha DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA, 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Project Mgmt. Consulting

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

MS, MBA

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Worked at the renovation of Santa Anita Park electrical renovation work. .

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

Background: As a small business consulting firm owner in Arcadia, I have 24+ years of experience that I enthusiastically would like to use for betterment of my community.  
Qualifications for Library Commission: As a CEO, I always have a keen eye for future of our kids. I believe that libraries hold the key to our kids future as they are the repository and distribution of knowledge. My 16 year old son has immensely benefited from libraries, and so have the kids in Arcadia. Libraries are also where kids engage in brainstorming sessions to generate entrepreneurship ideas.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

Improve the interaction between parents, kids and library to better kids future and positively engage the community for a better future of Arcadia.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

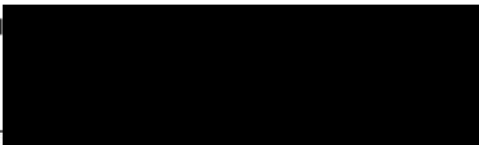
YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


SIGNATURE

04-10-2025

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

- Reviewed project progress with contractor's actual work completion, ensuring that the contractor was paid for actual work completed on-site.
- Conducted weekly updates with vendors to monitor progress in procurement vis-a-vis project schedule and created a contingency plan in case of delays in procurement.
- Directed Program **construction, retrofit design, and agency reviews** for the program, streamlining schedules and reducing delays.

**Subcontractor to Alliance Planning and Management**

May 2020 - March 2024

**Senior Project Manager - County of Los Angeles- Department of Public Works**

Multiple Projects, Deferred Maintenance Program (**\$65 Million**)

- Spearheaded the Hall of Administration CEO Office Renovation, coordinating with Los Angeles County Upper Management (including the CEO) in Real Estate, Workplace Operations, Workplace Planning, Employee Technology, and Data Centers. **Developed a project estimate for 50,000 sq.ft. space.**
- Oversaw upgrades utilizing JOC delivery method for Los Angeles County public libraries, including developing project scope, pre-construction survey leading to CDs, **conducted 90% CD review**, oversaw agency review leading to CD approval, monitored weekly JOC construction progress of activities.
- Delivered the Willowbrook Senior Center Renovation, utilizing a cost-effective **low-bid delivery method** to provide the best value for taxpayer dollars.
- Led Hall of Administration ADA Compliance Project, managing project scope, contractor monitoring, pre-construction, construction, and close-out/post-construction phase.

**Subcontractor to Alliance Planning and Management**

February 2019 - May 2020

**Senior Project Manager - County of Los Angeles - Internal Services Department**

Multiple Projects, Facility Reinvestment Program (**\$750 Million**)

- Led the **DM program**, managing end-to-end deliverables such as the bid and award phase, the design phase, construction, schedule, budget tracking, and cash flow reporting through the post-occupancy phase. This resulted in Title 24+ 10% efficiency gain for projects.
- **Led six projects simultaneously** and a team of 15 senior consultants to develop project specifications and design criteria for the County-wide program for Kennel Buildings. Reviewed 60% and 90% CD to ensure compliance with design criteria.
- Reviewed Change Orders worth \$7.5M, resulting in **15% of savings**.
- Communicated with Southern California Edison (SCE) to ensure compliance with SCE guidelines in projects. **Ensured that facilities remained operational 24/7.**
- **Managed a team of 10** senior consultants and contractors and three projects simultaneously to develop project specifications and design criteria for a 45-ton HVAC Unit in collaboration with the Maintenance and Operations (M&O), Fiscal, and Energy divisions of ISD.
- Coordinated with 25+ stakeholders – AE, General Contractors, A&E design teams, commissioning agents, equipment suppliers, Facilities Team, M&O, and IT to complete make-ready work during the 14 weeks of lead time for long lead items.
- Conducted multiple partnering sessions with the end user to ensure seamless department shutdowns.
- Developed criteria for the pre-design mechanical and electrical survey of 93 HVAC Units for the basis of **design work for the \$14M** - ISD Eastern Avenue Crafts shop project.

**Parsons**

October 2017 - February 2019

**Senior Project Manager - County of Los Angeles - Department of Public Works**

Martin Luther King-Inpatient Tower and Multi Ambulatory Care Center (**\$320 Million**), Olive View Medical Center (OVMC) Hospital Retrofit Program (**\$75 Million**)

- Led the MLK program, managing jurisdictional agency review for seismic, Fire and Life Safety, and other requirements of building code.

- Ensured that OSHPD/HCAI agency comments were addressed promptly, resulting in maintaining the program schedule of the project.
- Regularly reviewed Contractor Change Orders estimated at ~\$25 Million, **resulting in savings of \$5M**. Addressed the impact of OSHPD review time and Change Orders on the Baseline Schedule by **leading the Recovery Schedule**.
- OVMC project included hospital upgrades of around \$75 Million, including improvements to the existing Inspector of Record (IOR) for continuous inspection of work.

**Parsons**

September 2009 - September 2015

**Senior Project Manager - Los Angeles County Department of Public Works**

**Deferred Maintenance (DM) Program (\$75 million)**

- Led the replacement of Site Electrical Equipment and HVAC systems for several buildings. Proactive procurement planning resulted in the on-time arrival and completion of long lead items as per the approved schedule. Established procedure to procure temporary power generators in accordance with County guidelines.
- Managed five projects simultaneously consisting of high-priority electrical, and mechanical deficiencies.
- Managed infrastructure upgrades required to support the Online Real-Time Centralized Health Information Database Project (ORCHID) including upgrades to data centers including retrofits to support the **new IT equipment at 14 Public Health operational facilities**.
- Managed the design and construction upgrades at seven (7) Public Health Facilities utilizing As-needed A/E and JOC Contracts.
- Led Los Angeles County Department of Health Services ORCHID Program (\$68 Million): The infrastructure upgrades required to support the ORCHID program included upgrades to building power and air-conditioning infrastructure to support the new IT equipment in approximately **150 operational medical buildings at 32 sites**.
- Responsible for the design and retrofit construction for all five High Desert Facilities as well as providing project management support at the LAC+ USC HCAI (formerly known as OSHPD) Buildings.

**PREVIOUS EXPERIENCE**

---

**Los Angeles County - Department of Public Works**

*Parsons, Senior Project Manager, Deferred Maintenance (DM) Program (\$75 Million)*

**Port of Long Beach**

*Parsons, Senior Project Manager, Security Command and Control Center (\$20 Million)*

**Los Angeles County - Department of Public Work**

*Jacobs, Project Manager, LAC+USC Medical Center Campus (\$1.2 Billion)*

**Los Angeles Unified School District**

*Jacobs, Project Manager, Ascot Elementary School and Cienega Elementary School (\$14 Million)*

**Pasadena Independent School District Program**

*Jacobs, Project Manager, Sam Rayburn High School, Pasadena High School, and Dobie High School (\$60 Million)*

**EDUCATION**

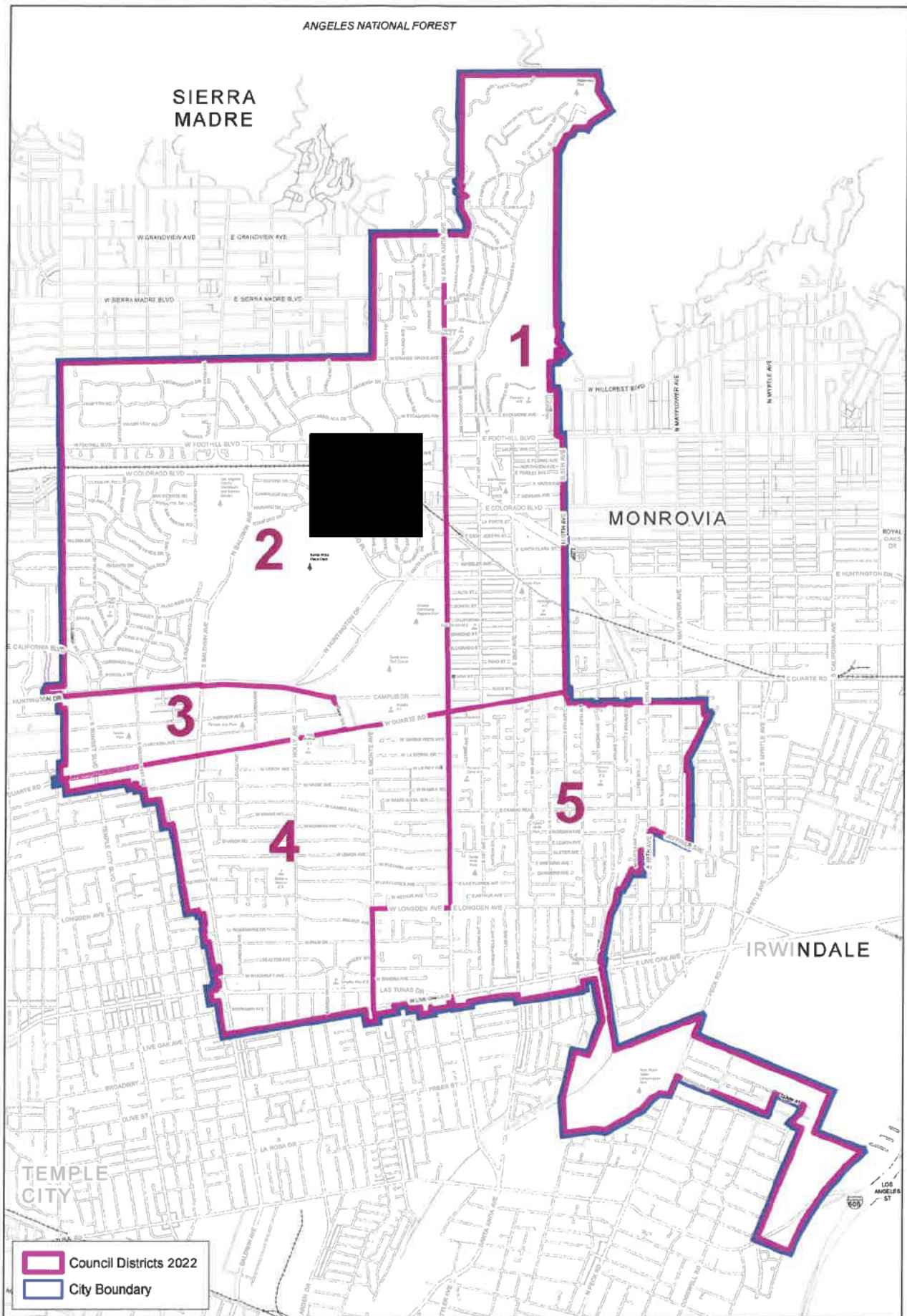
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- Maulana Azad National Institute of Technology - **B.Arch**
- Michigan State University - **MS in Construction Management**
- University of Southern California - **MBA**

**MERITS & ACHIEVEMENTS**

---

- **LEED AP Certification**
- **SoCal CMAA Award** – Public Sector Category (\$11-50M)
- **Best Project of the Year** – SoCal CMAA



**Council District**  
*City of Arcadia, California*

# Citizen Service Resume

RECEIVED

MAR 14 2025



CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Melissa Stephens DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] 91006  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Server

EMPLOYER Olive Garden ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 10 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
AA in Journalism

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
PTSA Apple Valley Unified School District  
I am an avid gardener and love spending time outdoors helping to fine tune nature's beauty

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
SEE ATTACHED

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
SEE ATTACHED

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

I grew up in Arcadia and spent the last 15 years in another city. Since my return I have noticed a lot of changes, both good and bad. I loved how involved and spirited our community was when I was younger and would like to help bring back that excitement and get neighborhoods involved in participating in helping make Arcadia remain one of the best hidden gems in the Foothills.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

The objective is to be one of the judges who travels to different residences throughout the city to compare and help decipher who should be appointed winner of the various festive competitions. The goal is to help inspire others to participate and to keep the spirit of Arcadia and it's residences strong so we can all continue to be proud and honored to live here.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY  
STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

03/11/2026

SIGNATURE

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

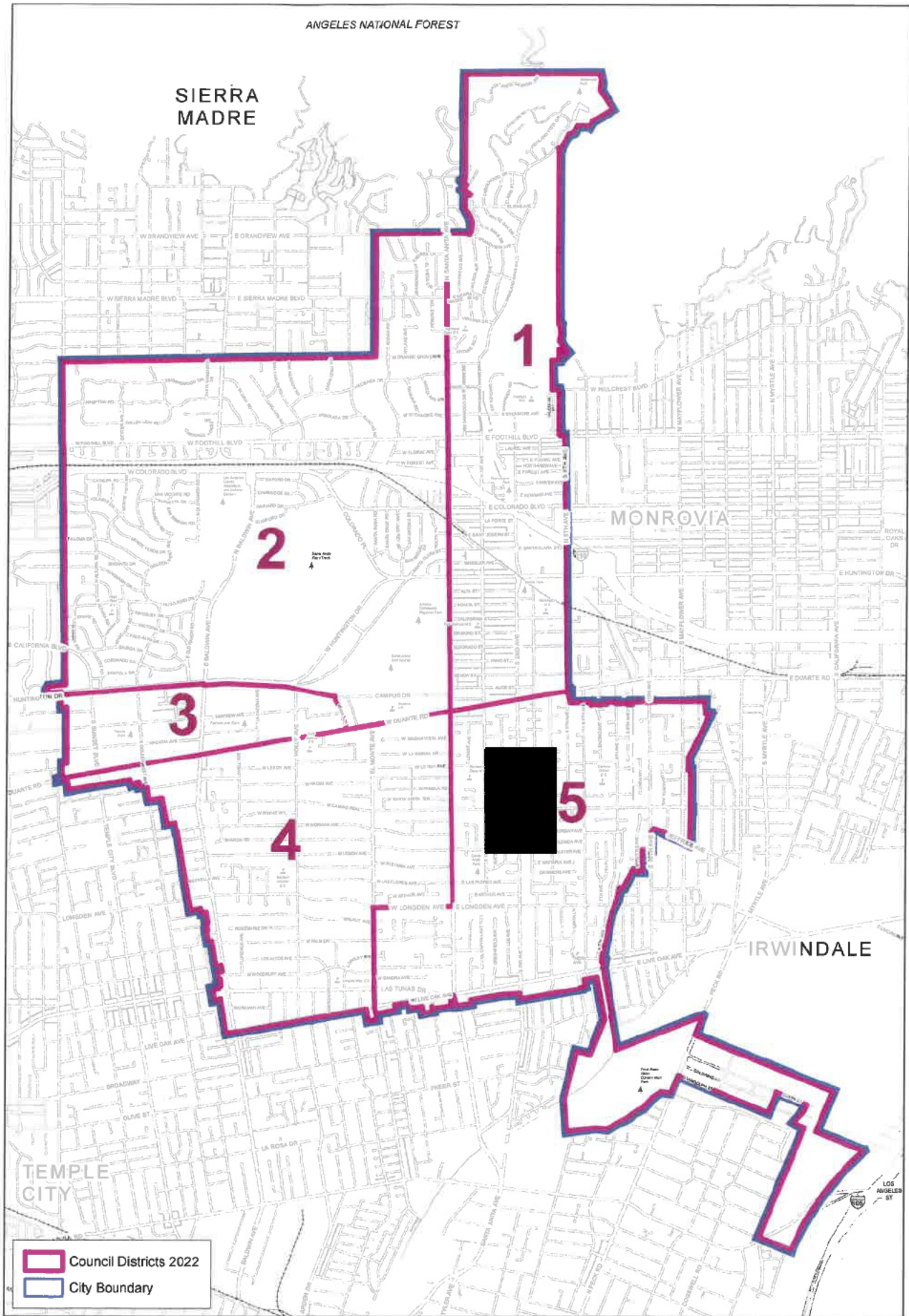
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007



OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

SIERRA MADRE



 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California



# Citizen Service Resume

MAR 27 2025

CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME George Soliman DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS georgemsoliman@gmail.com

OCCUPATION Accountant/Finance

EMPLOYER Archway Holdings Management ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 31 Years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

Azusa Pacific University - Bachelors of Science - Organizational Leadership

Certified Public Accountant

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

This would be my first.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

17 years of experience in accounting and finance within the real estate and private equity space.  
7 years commercial estate finance/accounting.  
Over 10 years experience in property development and management.  
1 year experience in HOA management. Completed Online certificate course in HOA law and practice.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My objective is to give back to a community that my family and I have called home for over three decades. My father operated a private medical practice on 612 Duarte Rd for over 30 years and operated out of Arcadia Methodist. I believe I can bring value and fresh perspective to this role while preserving a sense of continuity that defines our city.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY  
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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_

03/27/2025 \_\_\_\_\_

DATE

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OR

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Questions? Please contact us at (626) 574-5455

SIERRA MADRE

MONROVIA

IRWINDALE

TEMPLE CITY

-  Council Districts 2022
-  City Boundary



**Council District**  
*City of Arcadia, California*



# Citizen Service Resume

RECEIVED



APR 23 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME KARREN Levine DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] ARCADIA 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Retired PET NUTRITIONIST

EMPLOYER Retired ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 18 yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates) - Grad Hi School in TUCSON AZ  
Some CLASSES@PCC  
award winning salesperson while 1964  
pet Nutritionist

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
ARCADIA Newcomers Summer Concert series volunteer  
GOLDS Gym for Pasadena Pops  
On the Board of HOA - Arcadia Townhomes West  
arcadia Historical Society member

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
TO IMPROVE the LOOK OF OUR CITY BY MAKING SURE APTS,  
Homes, PLANTS, TREES ARE WELL MAINTAINED, TRIMMED  
SPRINKLERS ARE fixed IF BROKEN

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
A MORE BEAUTIFUL + FRIENDLY CITY  
TO FOLLOW UP ON ISSUES + TAKE TO CONCLUSION

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

April 19, 2025  
DATE

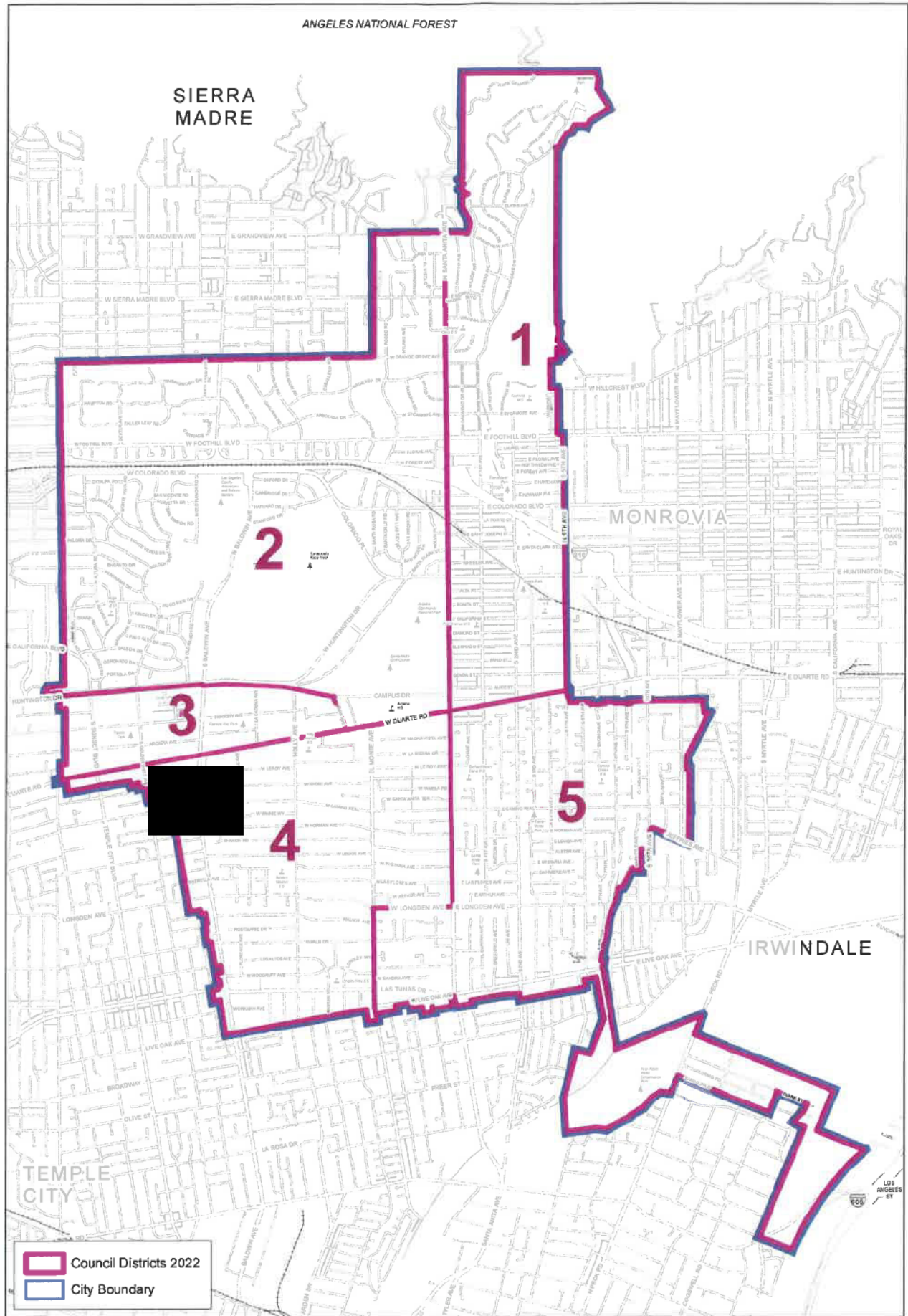
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PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
*City of Arcadia, California*



# Citizen Service Resume APR 21 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Arcadia Museum Commission                | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Human Resources Commission               | <input type="checkbox"/> Senior Citizens Commission      |
| <input type="checkbox"/> Library Board of Trustees                |  |

\*\*\*\*\*

NAME Greg Wang DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Attorney

EMPLOYER State Compensation Insurance Fund ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 29 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

UCLA in molecular biology, 1991  
Whittier Law School, 2002

Attorney at law since 2005

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Usher at Holy Angels Catholic Church, Arcadia, 2016 to present.  
Pro bono board member at Cardinal Paul Yu-Pin Foundation, Norwalk, CA, a non-profit Catholic assisted living senior facility, 2010 to present.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

Pay attention to details.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

Give back to the community. To preserve Arcadia for the next generations.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SIGNATURE

04/20/2025

DATE

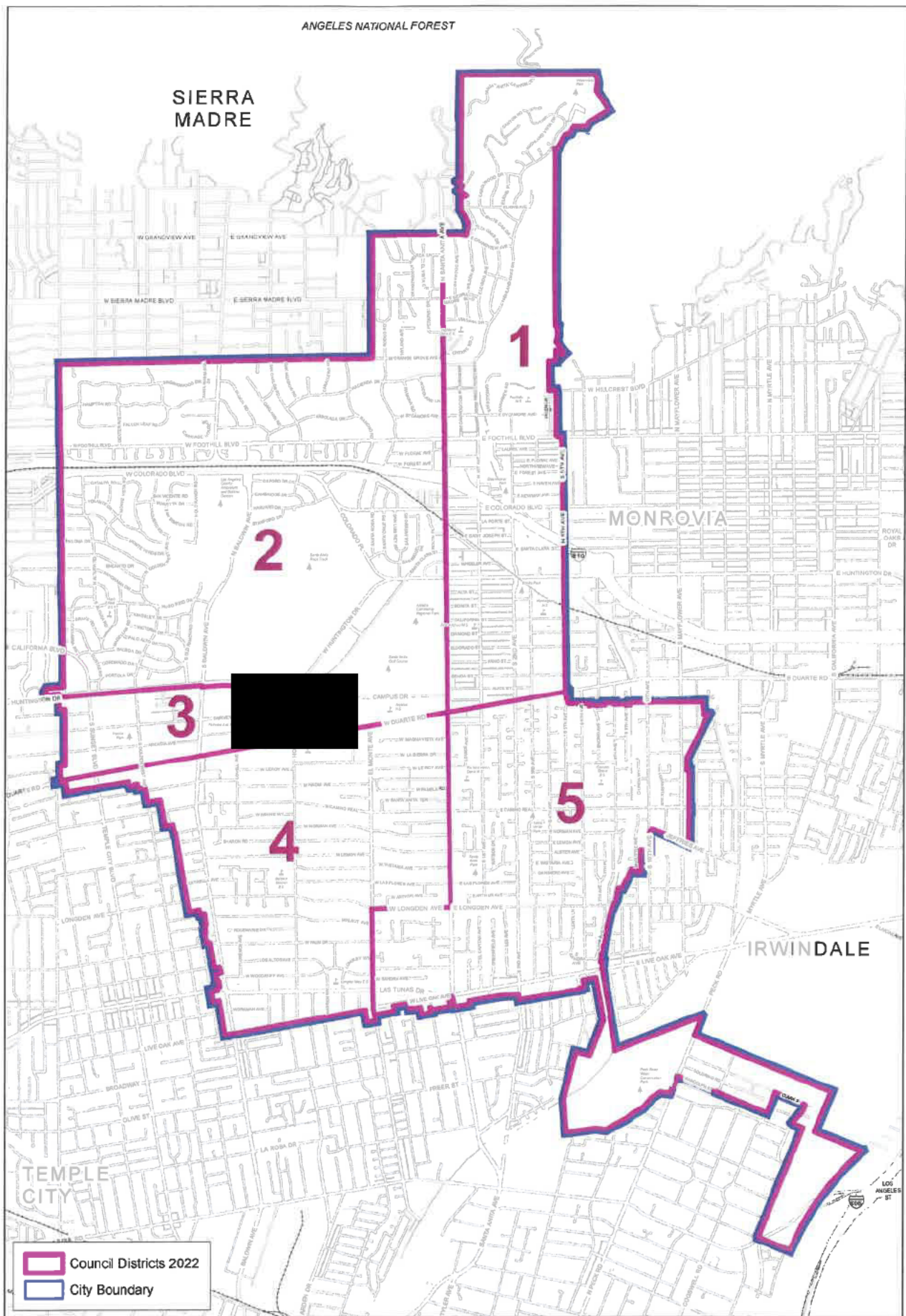
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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
 City of Arcadia, California

# Citizen Service Resume

RECEIVED



APR 11 2025

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

CITY OF ARCADIA  
CITY CLERK

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Kathleen (Kassie) Douglass DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Educator - Elementary School - 2<sup>nd</sup> grade

EMPLOYER Chino Valley Unified School District ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 51 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
See attached page

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
Pasadena Tournament of Roses Association - 2007 to present  
Pasadena Showcase House for the Arts - 2022 to present  
Make-A-Wish OCIE - 2024 to present  
PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Enjoy gardening  
Enjoy attending house and garden tours

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
Provide opportunities for the citizens of Arcadia to be engaged with their community.

## **Educational Background for Kathleen Douglass**

**UCLA Extension, 2019**

**Certificate in Early Childhood Education, Basic Core Program**

**University of Southern California, 2012**

**Master of Arts in Teaching, Multiple Subject Teaching**

**Azusa Pacific University, 1993**

**California Professional Clear Multi-Subject Teaching Credential**

**University of La Verne, 1991**

**Bachelor of Arts, Diversified**

**Pasadena City College, 1989**

**Associate of Arts**

**Arcadia High School, 1986**

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

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YES  NO

*FYI!  
\* I will be out of the country from June 15<sup>th</sup> - July 7<sup>th</sup>, 2025.*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

09/05/2025  
\_\_\_\_\_  
DATE

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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

# ASHISH GUHA

MS, MBA, LEED AP

CEO, PLAN 20/20 CONSULTING INC. – CONSTRUCTION PROJECT MGMT. CONSULTING FIRM

## Construction Project Management Professional

Global Program Lead | Design & Construction Management | Data Center Infrastructure Development

**Founder/CEO of a small business Construction Project Management Firm since 2019.** Strategic program leader with 24+ years of experience. in large-scale infrastructure development, construction management, and design oversight. Proven expertise in leading multi-million-dollar capital projects across diverse industries, ensuring efficiency, regulatory compliance, and cost control. Adept at coordinating cross-functional teams, optimizing project execution, and fostering stakeholder alignment to drive successful outcomes.

### CORE COMPETENCIES

Program & Project Management ♦ Construction Design & Planning ♦ Capital Infrastructure Development  
Construction Oversight ♦ Stakeholder & Vendor Coordination ♦ Budgeting & Cost Control ♦ Risk Mitigation  
Sustainability & LEED Implementation ♦ Regulatory Compliance (OSHPD/HCAI, DSA) ♦ Design-Bid-Build  
Job Order Contracting ♦ Contract Negotiation ♦ CAPEX Budget Planning

### TECHNICAL SKILLS

E-Builder ♦ Expedition ♦ Energy Efficiency Implementation ♦ Public Contracting Regulations ♦ OSHPD/HCAI &  
DSA Compliance ♦ Multi-Site Project Management ♦ Vendor & Contractor Management ♦ Change Order  
Negotiation ♦ Budget Forecasting ♦ Capital Budget Planning ♦ Commissioning ♦ Implementation ♦ Project  
Planning ♦ Contractor Scheduling ♦ (RFI) Review ♦ Cross Functional Training

### AREAS OF EXPERTISE

Software Development ♦ Global Logistics ♦ Finance ♦ Manufacturing

### CAREER HIGHLIGHTS

**Project Achievement Award** – Southern California Chapter, Construction Management Association of America (CMAA) for the category Public Sector \$11-\$50M.

**Overall Project Achievement Award** - for Best Project - LAC+USC Medical Center Program for the category Best Project of the Year for implementing Construction Management principles.

**Led review of global logistics** of big equipment for the Los Angeles County Deferred Maintenance (DM) Program (\$65 Million) - To ensure the arrival of HVAC equipment on time and within budget.

### PROFESSIONAL EXPERIENCE

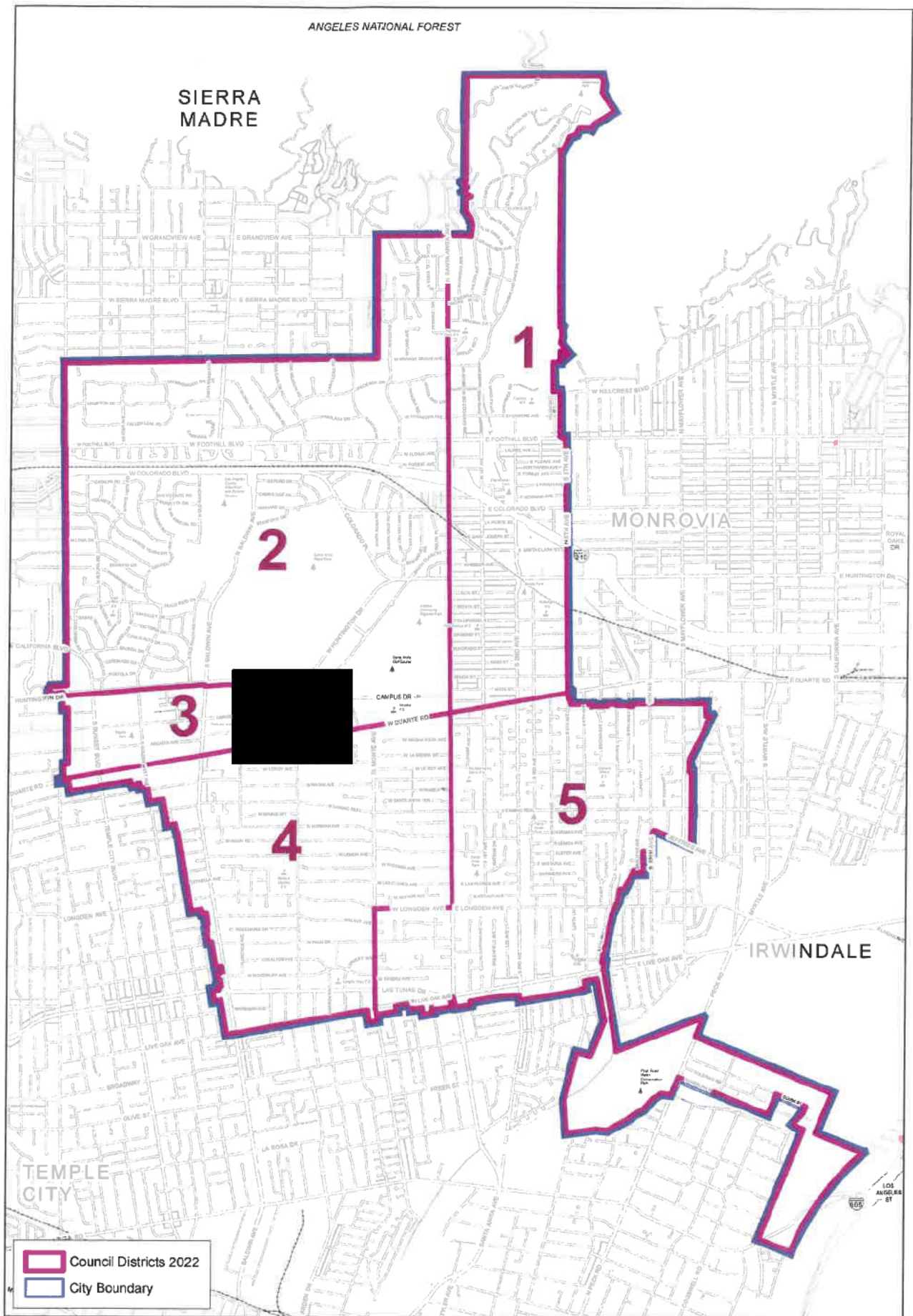
**Subcontractor to Alliance Planning and Management**

April 2024 – Present

**Senior Project Manager - County of Los Angeles**

Facilities Reinvestment Program - FRP (\$45 Million)

- Led the **FRP program**, managing scope definition, overall program budget, design review and jurisdictional agency approvals, overall program schedule, technical specification of work, CAPEX budget, and global logistics with 25+ vendors for multiple projects, **resulting in a 100% success rate** for projects.
- Identified potential long lead items during the design phase, such as HVAC units, switchgear, transformers, etc. Oversaw Program **testing and commissioning of HVAC systems**, ensuring compliance with regulations leading to a 15% cost savings due to energy-efficient performance.
- Managed program RFI, Submittal and Change Order process and established timelines for responses from consultants, ensuring timely responses for critical information and maintaining schedule.



**Council District**  
 City of Arcadia, California

# Citizen Service Resume



RECEIVED

MAY 21 2025  
CITY OF ARCADIA  
CITY OF BOOKS

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Linda Fine DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia 91007

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Accountant

EMPLOYER Caltech ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 32 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor's Degree in Economics  
Master of Business Administration (MBA)

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I volunteered with Habitat for Humanity, where I took part in a wide range of projects—from building homes from the ground up to helping residents with needed renovations. It was very meaningful work to volunteer and help the community, especially getting to meet the owners of the existing homes or the future residents of a new build. I loved being able to connect and help the community in meaningful, essential ways, and getting to know the people we supported made my volunteer time especially rewarding.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I'm seeking opportunities to be more involved in my community and contribute meaningfully to the city I care about. I eagerly read the Arcadia city newsletters each month to stay up to date on announcements, and I always look forward to seeing which homes have won the Arcadia Beautiful Holiday Awards—I truly appreciate the pride and creativity that residents put into maintaining and decorating their homes. I've always kept an eye out for any homes I think are worthy of nomination.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I see the Arcadia Beautiful Commission as a way to celebrate community pride and recognize residents who contribute to the city's beauty and livability. If selected, I would aim to be a fair and thoughtful judge for the awards programs and to engage residents with encouragement and appreciation—whether they win or simply make an effort. I also look forward to supporting outreach events and helping make Arcadia a more connected and vibrant place to live.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

5/20/2025  
\_\_\_\_\_  
DATE

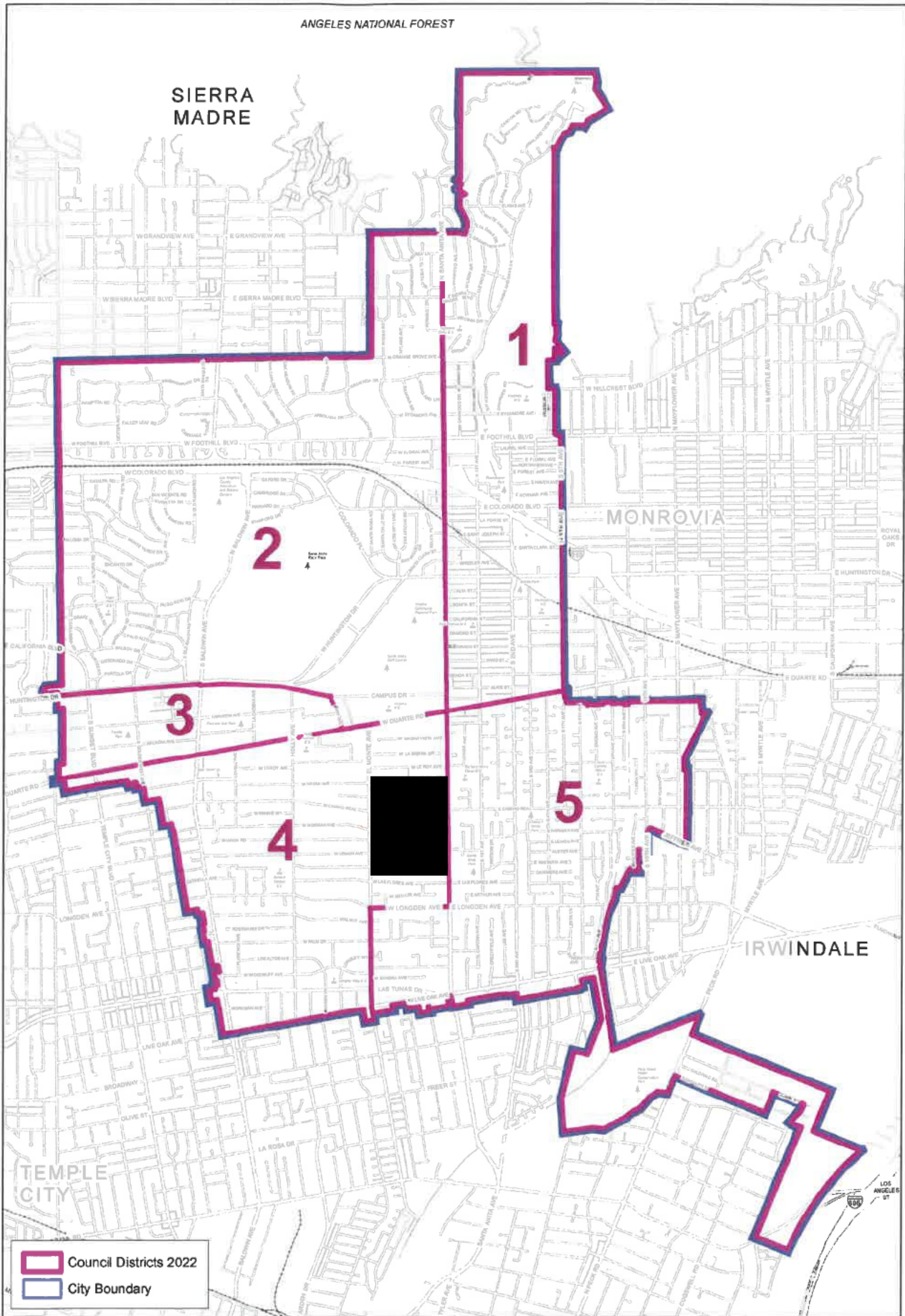
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

JUN 4 2025

CITY OF ARCADIA

NAME Michael Cham DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Planning/Economic Development

EMPLOYER City of Los Angeles - Econ Dev Division ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 14

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

I have a BA in Urban Studies from UCSD and a JD from Loyola Law School. I am a Certified Planner with APA, hold a CA Broker's license, am a Senior Certified Human Resources Professional, and am a licensed attorney in the state of CA.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I am active in my neighborhood, an elder at my local church, and hope to further contribute via a committee assignment.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have over 25 years of professional experience as local government staff, collaborating successfully with Boards and Committees, community members and elected officials.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My overarching goal would be to serve with fairness and integrity—applying policies and community values that promote both the common good and aspirations of individuals/groups.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

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YES  NO

\*\*\*\*\*

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

June 4, 2025

DATE

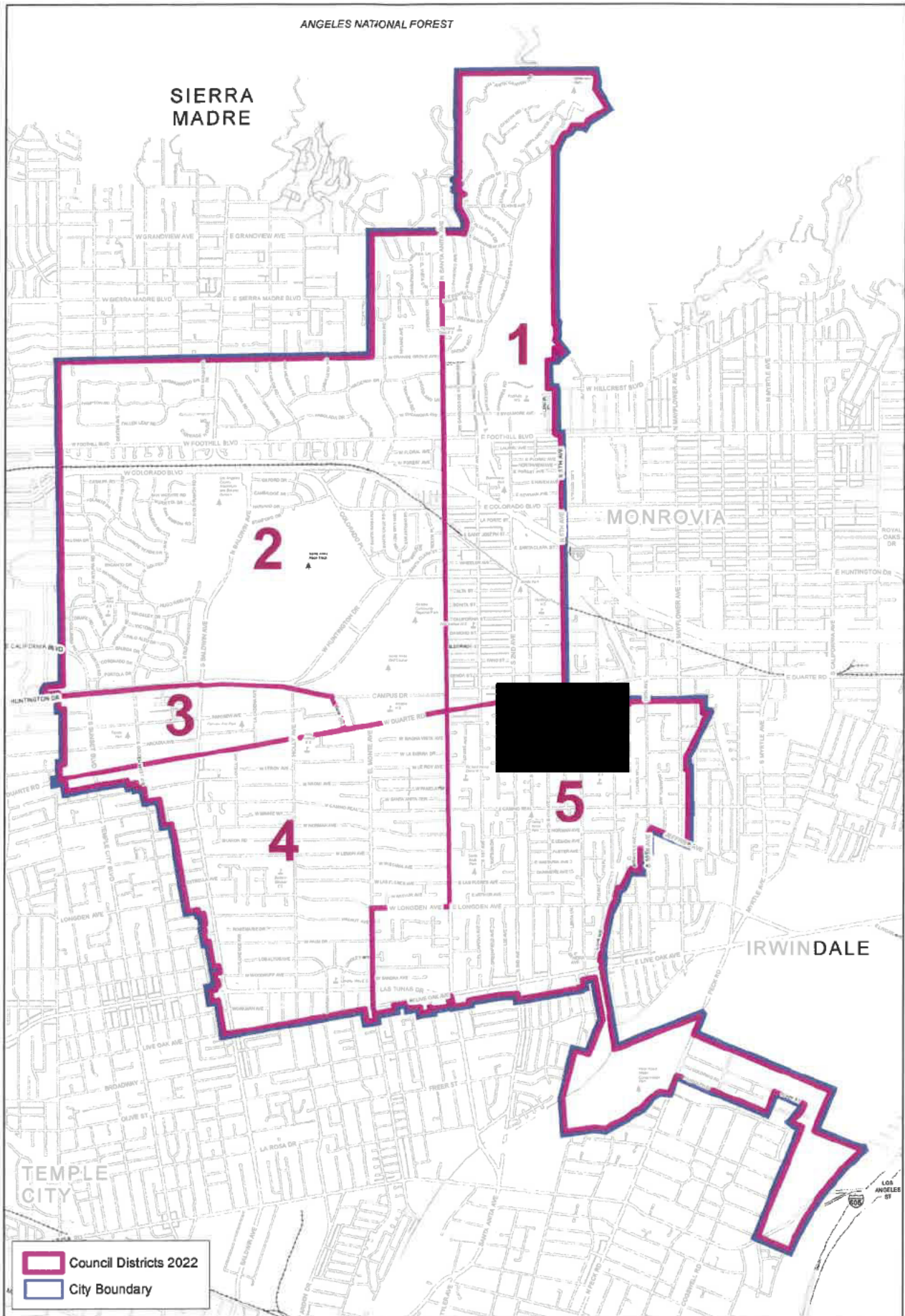
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

**HUMAN RESOURCES  
COMMISSION  
APPLICANTS**

RECEIVED

MAY 7 2025



# Citizen Service Resume

CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Tina Lee Rodriguez DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Human Resource Consultant

EMPLOYER Cities of L.A. & Berkeley ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 21 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

LAFD Leadership Academy Graduate \*  
Senior Certified Professional, International Public Management Association for Human Resources  
M.A. Organizational Psychology, August 2025, Alliant International University, California School of Professional Psychology  
B.A. Psychology & M.S. Coursework Industrial/Organizational Psychology, California State University, Los Angeles

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

See attached

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have been Arcadia's Human Resources Commissioner since 2021 and I hope to continue my public service for my beloved city for another term. Also, I believe my extensive background in human resources, currently as a Human Resources Consultant after retiring as a Chief Personnel Analyst for the City of LA Personnel Department with over 31 years of service, provides me with the expertise to effectively serve as a commissioner and advisor to the Arcadia City Council and City Manager on personnel related matters. Please refer to my resume for additional information.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My goal is to use my knowledge and expertise to continue to assist the City Council and City Manager in addressing personnel matters that come before the Human Resources Commission, including the interpretation and application of Personnel Rules, Charter, and MOU provisions. I will do my due diligence in active listening so that I may have a thorough understanding of the issues at hand, being mindful of others, and making sound recommendations in accordance with applicable rules, policies, and provisions.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SIGNATURE

May 6, 2025

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

# TINA LEE RODRIGUEZ

Arcadia, California

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HOME: [REDACTED]

EMAIL: [REDACTED]

CELL: [REDACTED]

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## COMMUNITY INVOLVEMENT

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The following is a list of my community involvement:

- Arcadia Public Library
  - Smart Squad Coordinator/Lead, September 2022 – Present
- City of Arcadia
  - Human Resources Commissioner, July 2021 – Present
- Arcadia High School PTSA
  - Webmaster/Listserv Chair, 2010/11, 2011/12, 2012/13 & 2013/14
  - Grad Night, Wedding Chapel Station Co-Chair, 2013
  - Grad Night, Karaoke Station Chair, 2011
  - Apache Newsletter Editor, 2010/11 & 2011/12
  - 6<sup>th</sup> Vice President (Communications), 2010/11 & 2011/12
  - Procedure Books Chair, 2009/10, 2010/11, 2011/12 & 2012/13
- Foothills Middle School PTSA
  - Footnotes Newsletter Editor, 2007/08 & 2008/09
  - Honorary Service Chair, 2005/06
  - Family Education Night Chair, 2005/06
  - Orchestra Club, Orchestra Vest Co-Chair, 2004/05, 2005/06 & 2006/07
- Hugo Reid School PTSA
  - 5<sup>th</sup> Grade Room Representative, 2005/06
  - 5<sup>th</sup> Grade Party Chair, 2005/06
  - 5<sup>th</sup> Grade Yearbook Aide, 2005/06
  - Directory Committee Chair, 2004/05 & 2005/06
  - 4<sup>th</sup> Grade Representative, 2004/05

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## COMMUNITY AWARDS

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- Honorary Service Award, City of Arcadia, 2013
- Honorary Service Award, Arcadia High School PTSA, 2013

# TINA LEE RODRIGUEZ

Arcadia, California

HOME: [REDACTED]

EMAIL: [REDACTED]

CELL: [REDACTED]

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## PROFESSIONAL SUMMARY

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Accomplished leader with demonstrated achievements in managing human resources programs in complex governmental environments requiring exceptional leadership and problem-solving expertise. Extensive experience meeting the challenges of developing innovative solutions for human resources issues and collaborating with stakeholders, including employees, unions, department heads, and elected officials to meet shared goals. Committed to building equity, inclusion, and belonging in all aspects of work. In-depth understanding of employment provisions and laws to address and improve human resources administration.

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## AREAS OF KNOWLEDGE AND EXPERTISE

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- Organizational Development
- Strategic Planning
- Collaboration
- Change Management
- Problem-Solving
- Data Analysis & Metrics
- Recruitment & Selection
- Classification
- Employee Development

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## SIGNIFICANT CONTRIBUTIONS AND ACHIEVEMENTS

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- Spearheaded the Anytime, Anywhere Testing program, a new approach to civil service examination, which uses remote proctoring and online testing to allow candidates to test at a time and place convenient to them and resulting in faster hiring. Had this not been in place prior to the pandemic, examinations and City hiring would have been at a standstill. Led other testing innovations including online interviews, video-based situation judgment testing, and virtual reality (VR) testing to reduce adverse impact and increase equity.
- Oversaw a pilot Mentorship Program in the Personnel Department for use as a model by other City departments to foster supportive relationships to help employees reach their full potential and goals.
- Directed the development of the Supervisor's Toolkit on the City's online training portal, which was created to provide supervisors with information in one place on various subjects that they may need to tackle, such as selecting employees, special accommodations, workplace safety, employee recognition, and resolving employee issues.
- Initiated an Online Testing Task Force consisting of examining, recruitment, and IT employees to collaboratively develop an engaging and informative Online Testing webpage to demystify online testing.
- Led the development and implementation of the LA City Job Match system that is flush with information to assist website visitors in identifying entry-level jobs that are closely related to their experience, education, and interests.
- Initiated Process Mapping, a Peak Academy approach, of the selection process in order to streamline operations and address resource limitations. Results included autoscoring candidate qualifications through the application system, collapsing exam appeal periods, and launching weekend interviews, online interviews, and Sunday written tests to work around the problem of limited facilities.
- Oversaw the development of the web-based Exam Calendar that combines three separate reports to provide more public transparency regarding the progress and status of City examinations that is accessible and can be easily understood.
- Managed recruitment strategies, unlike anything done before, using social media, such as Facebook, Twitter, LinkedIn, and Instagram to attract target audiences for different City jobs at no cost to the City. Notably, one post for Graphics Designer went viral, reported on CBS Los Angeles news, and won the 2018 Golden Post Award.
- Collaborated in a recruitment video, "What Did You Do Last Week," which won first place in the STAR Awards given by SCAN NATOA, a Chapter of the National Telecommunications Officers and Advisors.

**Human Resources Consultant**

**July 2022 – Present**

*City of Los Angeles, Department of Building & Safety*

- **Recruitment, workforce development, and hiring consulting.** Provide human resources consulting services, including the expansion of recruitment efforts through job fairs, social media, and outreach with a focus on pluralism and inclusiveness; establishment of a mentorship program to build and retain the department’s workforce; instilling best practices in the department’s hiring processes to ensure equity; and act as advisor to the General Manager on equal employment opportunity and succession planning strategies.

*City of Berkeley, Department of Human Resources*

- **Classification and selection consulting.** Provide human resources consulting services in the areas of classification, examination, and other human resources areas requiring consulting expertise. Current projects include resolving classification issues and providing training related to job analysis, examination development, and the analysis of test performance results.

**Chief Personnel Analyst**

**March 2013 – June 2022**

*City of Los Angeles Personnel Department, Selection Division*

- **Oversaw major functions of the Personnel Department that served all 44 City departments/bureaus and 50,000 employees.** Oversaw major functions of the Personnel Department through personnel consisting of 71 full-time professional and clerical employees, 6 part-time administrative interns, and 75 as-needed, part-time proctors. Drafted and managed the division’s budget in support of staffing and operational needs.
- **Provided leadership, vision, and accountability.** Maintained a clear vision and understanding of the City’s and department’s short- and long-term goals and objectives to ensure that divisional activities were in alignment, that metrics were developed to track, explain, and improve upon the division’s progress, and that employees were engaged in goal achievement. Developed and implemented policy and procedural changes affecting the division and department to improve and modernize operations that support goals and objectives.
- **Directed application and appeal processing.** Oversaw the review of candidate applications and appeals from disqualification based on interpretation of job bulletin requirements, an understanding of the classification system and its class level determinations, and the application of Civil Service Rules.
- **Directed research and development of innovative selection solutions.** Oversaw the development and administration of the City’s competitive examinations for over 900 civilian job classifications used across 44 City departments, bureaus, and offices. Initiate and direct research related to test validation, new technology for streamlining selection processes, and other innovative solutions for selection. Was responsible for the job-relatedness and the defensibility of examinations according to the City’s civil service provisions, professional standards, and the Federal Uniform Guidelines on Employee Selection Procedures. Managed contractual services related to test vendors, test sites, and exam validation. Ensured candidate and department satisfaction through survey and research for continuous process improvement.
- **Oversaw Classification and Background/Employee Records activities.** Responsibilities included oversight of classification functions, which consisted of the interpretation of City Charter provisions related to creating and revising class specifications and minimum qualifications; position allocations; designation of training, safety sensitive, and management positions; evaluation of classification functions for reclassification, staffing, and reorganization; and clearance of exemption requests and contracting out of City services. Other expanded oversight responsibilities related to background and employee records activities included background checks to certify candidates on eligible lists; generation of online certification lists for City departments to fill their vacancies; fingerprinting new City employees; and maintaining civil service folders of all City employees.
- **Directed candidate processing and operational improvements.** Oversaw the administrative functions related to the processing and testing of candidates in the City’s civil service examinations. Ensured that operational procedures and protocols that were developed for new testing approaches and processes were consistent with best personnel practices and complied with Civil Service Rules and Personnel Department Policies.

- **Collaboration with stakeholders.** Collaborated with representatives from City departments, Mayor's office, special interest groups, high-profile project leaders, and other stakeholders to ensure that the City's hiring needs were met. Represented the Personnel Department at meetings, often open to the public, including those with the Civil Service Commission, City Council, Mayor, City Attorney's Office, labor unions, other City departments, and stakeholders.
- **Labor relations.** Represented the Personnel Department at the Joint-Labor Management Committee on Training and Development (JLMCTD) to meet with labor unions in determining the best use of special training funds, including tuition reimbursement and development of training programs, for management level employees throughout the City.
- **Talent development program management.** **October 2016 – May 2019**  
Oversaw the development of employees through City-wide training, the Core Supervisory Training Program, the Employee Engagement Program, Employee Recognition Program, and the Mentorship Program. Working with training coordinators representing each independent City department, provided them with the tools and information necessary to implement employee development initiatives, performance evaluations, and succession planning to impact employees at the department level. Managed contracts related to training content and services. Oversaw the administration and implementation of the Cornerstone system for City-wide efforts in talent management.
- **Recruitment oversight.** **September 2016 – May 2019**  
Managed the general and executive recruitment for jobs available throughout the City, including the development of recruitment plans and strategies based on hiring needs and identification of underrepresented groups; oversaw nationwide searches for executive management positions, the screening of these candidates to present to department heads or the Mayor, and compliance with Executive Directives and best practices.
- **Sworn selection oversight.** **March 2013 – March 2016**  
Collaborated with representatives of the Background Investigation and Medical Services Divisions, as well as Police and Fire Departments, while overseeing the selection and processing of public safety candidates.

**Assistant Chief (Senior Personnel Analyst II)**

**November 2001 – March 2013**

*City of Los Angeles Personnel Department, Public Safety Bureau, Recruitment & Selection Division*

- **Managed public safety recruitment and examinations.** Planned, assigned, and managed the activities of 22 full-time professional and clerical employees, and 80 as-needed employees responsible for the City's entry-level Police Officer and Firefighter recruitment activities; testing, scheduling, tracking, and processing candidates in entry-level sworn examinations; test development and coordination of other sworn/civilian, entry-level/promotional public safety examinations for job classifications that are vital to the City's public safety; administration of the City's bilingual testing process and associated contracts; and the development and preparation of various activity reports.
- **Personnel administration.** Monitored workflow and operational processes to identify appropriate allocation of resources, operational improvements, solutions to problems, and training needs to achieve divisional and departmental goals.
- **Instilled innovation and accountability.** Planned the development and implementation of innovative recruitment and streamlined selection strategies. Communicated with employees regarding existing and new policies, procedures, systems, laws, organizational goals, and other personnel matters to foster understanding, as well as to ensure compliance and effective operations.
- **Collaborated with stakeholders.** Interacted and met with representatives from various departments, Mayor's Office, City Council offices, and agencies on subjects related to public safety hiring needs. Represented the Personnel Department at City Council and Civil Service Commission meetings, special events, and other public forums related to divisional activities.

**Senior Personnel Analyst I** **May 2001 – November 2001**  
*City of Los Angeles Personnel Department, Public Safety Employment Division*

- **Oversaw Firefighter and Police Officer selection processing.**
- **Ensured consent decree compliance.**
- **Conducted personnel research.**
- **Resolved selection issues.**

**Senior Management Analyst I/Personnel Research Analyst II** **November 1999 – May 2001**  
*Los Angeles Police Department, Employee Opportunity and Development Division, Special Projects Section*

- **Oversaw Equal Employment Opportunity (EEO) compliance.**
- **Managed EEO programs and resolved issues.**

**Senior Management Analyst I/Management Analyst II** **April 1998 – November 1999**  
*Los Angeles Police Department, Employee Selection Section*

- **Supervised internal selection and paygrade advancement services.**
- **Conducted personnel research and analysis.**
- **Provided training and technical support on job analysis and internal selection for sworn and civilian managers and supervisor.**

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VOLUNTEER WORK

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**Smart Squad Program Coordinator/Lead, Arcadia Public Library** **September 2022 – Present**

- Coordinate and assist in the training provided to patrons in the use of technology, such as cell phones, tablets, computer applications, social media, internet, cloud storage, etc.

**Human Resources Commissioner, City of Arcadia Human Resources Commission** **July 2021 – Present**

- **Advisor to Arcadia City Council.** Advise the Arcadia City Council on policies related to personnel administration.
- **Review and provide recommendations to Arcadia City Manager.** Provide recommendations to the Arcadia City Manager by interpreting and applying the City of Arcadia's Personnel Rules, Charter, and Memoranda of Understanding on matters before the Commission, including the review of class specifications for compliance with Arcadia's civil service system, expiration of eligible lists, and appeal hearings from employees and their representatives regarding suspensions, demotions, or dismissals.

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EDUCATION/CERTIFICATION

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- Graduate, LAFD Leadership Academy, April 2020
- Senior Certified Professional, International Public Management Associate for Human Resources (IPMA-HR)
- M.A. Organizational Psychology, Alliant International University, California School of Professional Psychology, August 2025
- M.S. Degree Coursework, Industrial/Organizational Psychology, California State University, Los Angeles
- B.A. Psychology, Industrial/Organizational Psychology Emphasis, California State University, Los Angeles

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## RECOGNITION

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- Barbara Romero, Director and General Manager of Bureau of Sanitation, Commendation for Support of the Public Works Career Fair in Watts, 2023
- Osama Younan, General Manager of Department of Building and Safety, Recognition for Support and Collaboration, 2022
- Certificate of Achievement, Google Innovation Lab, 2016
- Honorary Service Award, City of Arcadia, 2013
- Honorary Service Award, Arcadia High School PTSA, 2013
- Board of Civil Service Commissioners Outstanding Service Commendation for Sworn Candidate Hiring, 2009
- Jon Kirk Mukri, General Manager of Department of Recreation and Parks, Commendation for Park Ranger Hiring, 2008
- City Council Resolution for LAPD Recruitment Month, in recognition of the collaborative efforts between Personnel and Police Departments in the Police Officer Hiring Process, 2005
- Productivity Improvement Award for Streamlined Police Selection Program, 2003
- Police Department, Employee Opportunity and Development Division, commendation for quality and quantity of work performed, 2000
- Police Department, Office of the Chief of Police, commendation for assistance in employee selection process, 2000

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## PROFESSIONAL MEMBERSHIP & DEVELOPMENT

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- Society for Human Resource Management (SHRM) Membership
- Society for Industrial and Organizational Psychology (SIOP) Membership
- Public Sector Human Resources Association (previously IPMA-HR) Membership
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC) Membership
- Personnel Testing Council of Southern California (PTC-SC) Membership
- Everything You Need for Spring Recruiting on Handshake & What's New in Handshake Webinars, 2024
- Workplace Harassment and Abusive Conduct Prevention, 2024
- Anti-Bias Learning for Employees, 2024
- Recruitment Best Practices for Hiring HBCU Graduates, 2022
- Ethics and Open Government Training, 2020
- Executive Training: Implicit Bias, 2018
- Building a Better LA from Within, Google Innovation Lab, 2016
- Selection Innovation, PTC-SC Annual Conference, 2015
- Personality Testing in Employee Selection, CPS HR Consulting, 2012
- Developing Competencies for HR Success, International Public Management Association for Human Resources (IPMA-HR), 2011

SIERRA MADRE

MONROVIA

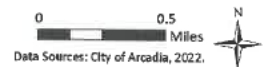
IRWINDALE

TEMPLE CITY

 Council Districts 2022  
 City Boundary



**Council District**  
City of Arcadia, California



# Citizen Service Resume

RECEIVED

APR 15 2025



CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Kenneth Proulx DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA, 91006  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Executive

EMPLOYER KP Consulting Group ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? since 2008 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses of certificates)

- Master's degree, Stanford University, Graduate School of Business, with specialization in Global Management.
- Sloan Fellow, Stanford University Graduate School of Business.
- Certified E-Discovery Specialist.
- Bachelor's degree in Spanish, UC Irvine, Cum Laude.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

- Chairman, School Site Council (SSC), Dana Middle School, Arcadia; currently.
- District Local Control and Accountability Plan (LCAP Stakeholder, Arcadia; currently.
- Chairman and other roles, School School Site Council (SSC), Camino Grove Middle Arcadia; multiple terms, till 2023.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

- C-level executive experience, private sector: managing 17,000+ employees in 14 countries; \$1.5B private investment co. active in commercial real estate, capital markets, and entrepreneurial non-profit initiatives in education.
- ~20 years federal government experience, leadership and operations roles in U.S. & overseas (Latin America, SE Asia, Europe).
- Multilingual & multicultural, fluent Spanish/Portuguese. Legal training & work w/ law firms. Technical consulting experience.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- Recreation and Parks Commission: Maximize the public's use of Arcadia parks and rec facilities in cost-effective manner; ensure facilities are safe/clean/well-maintained; residents' preferences for sports to be reflected in facilities' offerings/infrastructure.
- Planning Commission: Ensure development/growth, use of land & zoning align w/ City's goals/policies & wider community's needs.
- HR Commission: City gov't success thru recruitment/development/retention of skilled workforce, equitable treatment, compliance.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY  
STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

  
\_\_\_\_\_  
SIGNATURE

4/1/2025  
\_\_\_\_\_  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455





# Citizen Service Resume APR 11 2025

CITY OF ARCADIA  
CITY CLERK

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- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Arcadia Beautiful Commission* | <input checked="" type="checkbox"/> Planning Commission             |
| <input checked="" type="checkbox"/> Arcadia Museum Commission     | <input checked="" type="checkbox"/> Recreation and Parks Commission |
| <input checked="" type="checkbox"/> Human Resources Commission    | <input checked="" type="checkbox"/> Senior Citizens Commission      |
| <input checked="" type="checkbox"/> Library Board of Trustees     |   |

\*\*\*\*\*

NAME Ashish Guha DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA, 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Project Mgmt. Consulting

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

MS, MBA

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Worked at the renovation of Santa Anita Park electrical renovation work. .

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

Background: As a small business consulting firm owner in Arcadia, I have 24+ years of experience that I enthusiastically would like to use for betterment of my community.  
Qualifications for Library Commission: As a CEO, I always have a keen eye for future of our kids. I believe that libraries hold the key to our kids future as they are the repository and distribution of knowledge. My 16 year old son has immensely benefited from libraries, and so have the kids in Arcadia. Libraries are also where kids engage in brainstorming sessions to generate entrepreneurship ideas.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

Improve the interaction between parents, kids and library to better kids future and positively engage the community for a better future of Arcadia.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

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YES  NO

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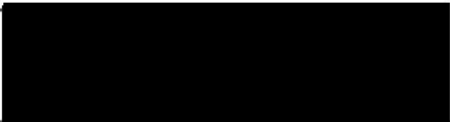
YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


04-10-2025

SIGNATURE

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

- Reviewed project progress with contractor's actual work completion, ensuring that the contractor was paid for actual work completed on-site.
- Conducted weekly updates with vendors to monitor progress in procurement vis-a-vis project schedule and created a contingency plan in case of delays in procurement.
- Directed Program **construction, retrofit design, and agency reviews** for the program, streamlining schedules and reducing delays.

**Subcontractor to Alliance Planning and Management**

May 2020 - March 2024

**Senior Project Manager - County of Los Angeles- Department of Public Works**

Multiple Projects, Deferred Maintenance Program (**\$65 Million**)

- Spearheaded the Hall of Administration CEO Office Renovation, coordinating with Los Angeles County Upper Management (including the CEO) in Real Estate, Workplace Operations, Workplace Planning, Employee Technology, and Data Centers. **Developed a project estimate for 50,000 sq.ft. space.**
- Oversaw upgrades utilizing JOC delivery method for Los Angeles County public libraries, including developing project scope, pre-construction survey leading to CDs, **conducted 90% CD review**, oversaw agency review leading to CD approval, monitored weekly JOC construction progress of activities.
- Delivered the Willowbrook Senior Center Renovation, utilizing a cost-effective **low-bid delivery method** to provide the best value for taxpayer dollars.
- Led Hall of Administration ADA Compliance Project, managing project scope, contractor monitoring, pre-construction, construction, and close-out/post-construction phase.

**Subcontractor to Alliance Planning and Management**

February 2019 - May 2020

**Senior Project Manager - County of Los Angeles - Internal Services Department**

Multiple Projects, Facility Reinvestment Program (**\$750 Million**)

- Led the **DM program**, managing end-to-end deliverables such as the bid and award phase, the design phase, construction, schedule, budget tracking, and cash flow reporting through the post-occupancy phase. This resulted in Title 24+ 10% efficiency gain for projects.
- **Led six projects simultaneously** and a team of 15 senior consultants to develop project specifications and design criteria for the County-wide program for Kennel Buildings. Reviewed 60% and 90% CD to ensure compliance with design criteria.
- Reviewed Change Orders worth \$7.5M, resulting in **15% of savings**.
- Communicated with Southern California Edison (SCE) to ensure compliance with SCE guidelines in projects. **Ensured that facilities remained operational 24/7.**
- **Managed a team of 10** senior consultants and contractors and three projects simultaneously to develop project specifications and design criteria for a 45-ton HVAC Unit in collaboration with the Maintenance and Operations (M&O), Fiscal, and Energy divisions of ISD.
- Coordinated with 25+ stakeholders – AE, General Contractors, A&E design teams, commissioning agents, equipment suppliers, Facilities Team, M&O, and IT to complete make-ready work during the 14 weeks of lead time for long lead items.
- Conducted multiple partnering sessions with the end user to ensure seamless department shutdowns.
- Developed criteria for the pre-design mechanical and electrical survey of 93 HVAC Units for the basis of **design work for the \$14M** - ISD Eastern Avenue Crafts shop project.

**Parsons**

October 2017 - February 2019

**Senior Project Manager - County of Los Angeles - Department of Public Works**

Martin Luther King-Inpatient Tower and Multi Ambulatory Care Center (**\$320 Million**), Olive View Medical Center (OVMC) Hospital Retrofit Program (**\$75 Million**)

- Led the MLK program, managing jurisdictional agency review for seismic, Fire and Life Safety, and other requirements of building code.

- Ensured that OSHPD/HCAI agency comments were addressed promptly, resulting in maintaining the program schedule of the project.
- Regularly reviewed Contractor Change Orders estimated at ~\$25 Million, **resulting in savings of \$5M**. Addressed the impact of OSHPD review time and Change Orders on the Baseline Schedule by **leading the Recovery Schedule**.
- OVMC project included hospital upgrades of around \$75 Million, including improvements to the existing Inspector of Record (IOR) for continuous inspection of work.

**Parsons**

September 2009 - September 2015

**Senior Project Manager - Los Angeles County Department of Public Works**

**Deferred Maintenance (DM) Program (\$75 million)**

- Led the replacement of Site Electrical Equipment and HVAC systems for several buildings. Proactive procurement planning resulted in the on-time arrival and completion of long lead items as per the approved schedule. Established procedure to procure temporary power generators in accordance with County guidelines.
- Managed five projects simultaneously consisting of high-priority electrical, and mechanical deficiencies.
- Managed infrastructure upgrades required to support the Online Real-Time Centralized Health Information Database Project (ORCHID) including upgrades to data centers including retrofits to support the **new IT equipment at 14 Public Health operational facilities**.
- Managed the design and construction upgrades at seven (7) Public Health Facilities utilizing As-needed A/E and JOC Contracts.
- Led Los Angeles County Department of Health Services ORCHID Program (\$68 Million): The infrastructure upgrades required to support the ORCHID program included upgrades to building power and air-conditioning infrastructure to support the new IT equipment in approximately **150 operational medical buildings at 32 sites**.
- Responsible for the design and retrofit construction for all five High Desert Facilities as well as providing project management support at the LAC+ USC HCAI (formerly known as OSHPD) Buildings.

**PREVIOUS EXPERIENCE**

---

**Los Angeles County - Department of Public Works**

*Parsons, Senior Project Manager, Deferred Maintenance (DM) Program (\$75 Million)*

**Port of Long Beach**

*Parsons, Senior Project Manager, Security Command and Control Center (\$20 Million)*

**Los Angeles County - Department of Public Work**

*Jacobs, Project Manager, LAC+USC Medical Center Campus (\$1.2 Billion)*

**Los Angeles Unified School District**

*Jacobs, Project Manager, Ascot Elementary School and Cienega Elementary School (\$14 Million)*

**Pasadena Independent School District Program**

*Jacobs, Project Manager, Sam Rayburn High School, Pasadena High School, and Dobie High School (\$60 Million)*

**EDUCATION**

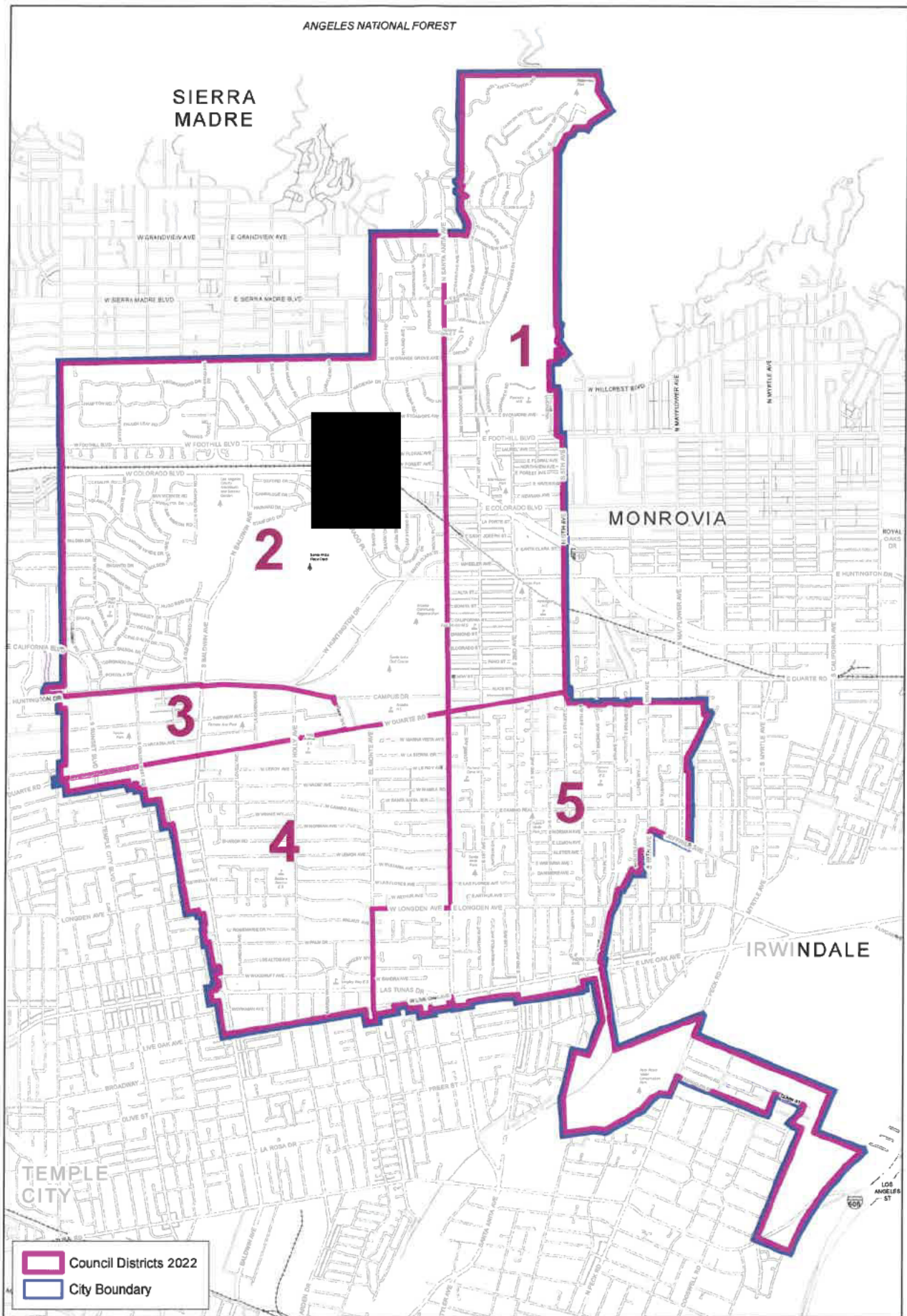
---

- Maulana Azad National Institute of Technology - **B.Arch**
- Michigan State University - **MS in Construction Management**
- University of Southern California - **MBA**

**MERITS & ACHIEVEMENTS**

---

- **LEED AP Certification**
- **SoCal CMAA Award** – Public Sector Category (\$11-50M)
- **Best Project of the Year** – SoCal CMAA



**Council District**  
*City of Arcadia, California*

# Citizen Service Resume

RECEIVED

APR 1 2025



CITY OF ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Michael McNeil DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia California 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION CEO

EMPLOYER McNeil Safety Consulting ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 Years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

Certified Environmental Health and Safety Professional, Certified Construction Health and Safety Technician, Certified Industrial Hygienist, Certified Safety Professional, Insurance Fraud Consultant.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Former Arcadia Police Department Explorer Scout 1989, under Chief Johnson.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

In 25 years as a Firefighter, Captain and Battalion Chief, I have the experience and qualifications to handle the complex human resources issues, that involved in municipal services., especially in the public safety departments. Working as a member of a union, and as a non union member as management.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

The objective of the Board, should always place the health and safety of the city employees and the citizens that they serve.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

04/01/2025

SIGNATURE

DATE

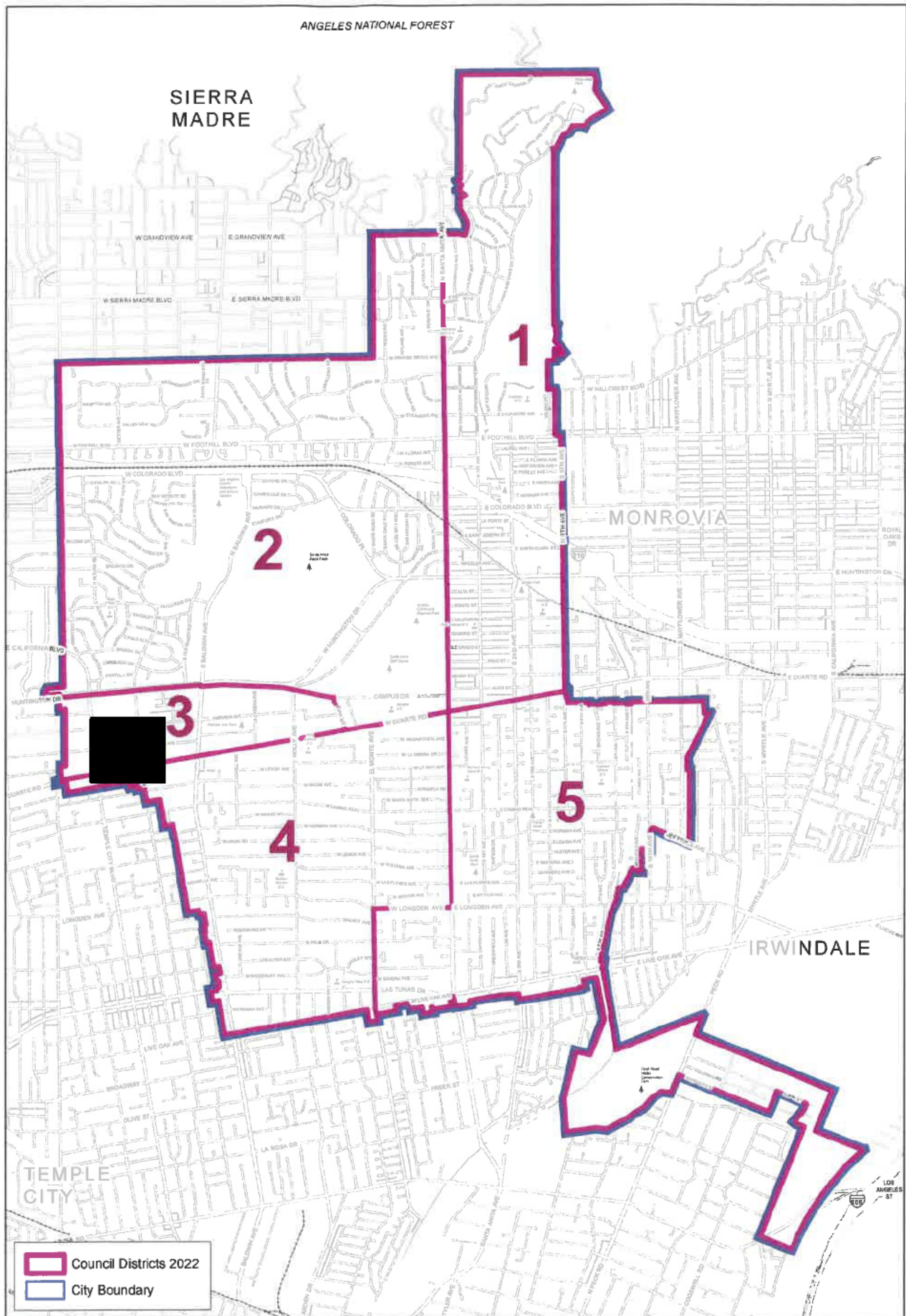
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**



APR 24 2025

# Citizen Service Resume

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Alexander Arasawa DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Applications Support Analyst

EMPLOYER Behavioral Health Services, Inc. ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 24 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses of certificates)

I hold a Bachelor of Science in Computer Science and Engineering from the University of California, Davis. My coursework included data structures, algorithm design, web development, databases, and computer networks. I like learning, in my free time I study, read and/or take online courses.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I contribute to the OpenLibrary project under the Internet Archive, due to my interest in learning the biggest barrier to learning is where to source to source the book and the cost of it. I supported OpenLibrary due to its initiative for the free flow of information and mission for providing an online public commons for books. I would like to support the Public Library in its mission and continue to provide for the community in one way or another. Other community involvement is volunteering for Arcadia Festival of Bands during setup and tear down; I was in marching band for 4 years in high school.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

My background is in IT, web development, and application support. I work to build systems for healthcare and clinical service workers, audit websites/applications for security and accessibility, and refine user interfaces to improve user experience. I have volunteered at many different organizations such as the Midnight Mission, Santa Teresita, Koyasan Buddhist Temple, and Holy Angels Church. I also grew up going to the Arcadia Public Library every Sunday with my family — its a place that shaped me. I want to support the library as it evolves in the digital age. Moreso, I would like to give back to the community in any way I can.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I believe the goal of any city commission is to serve the community by offering guidance, insight, and support that help shape the city's future. I am especially drawn to the Library Board and Planning Commissions -- the Library Board plays a vital role in education, access to information, and community connection, while the Planning Commission helps guide thoughtful growth and infrastructure. I am also open to serving wherever my background in technology, accessibility, and public service can be most useful. I am committed to contributing in any role.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SIGNATURE

4/9/2025

DATE

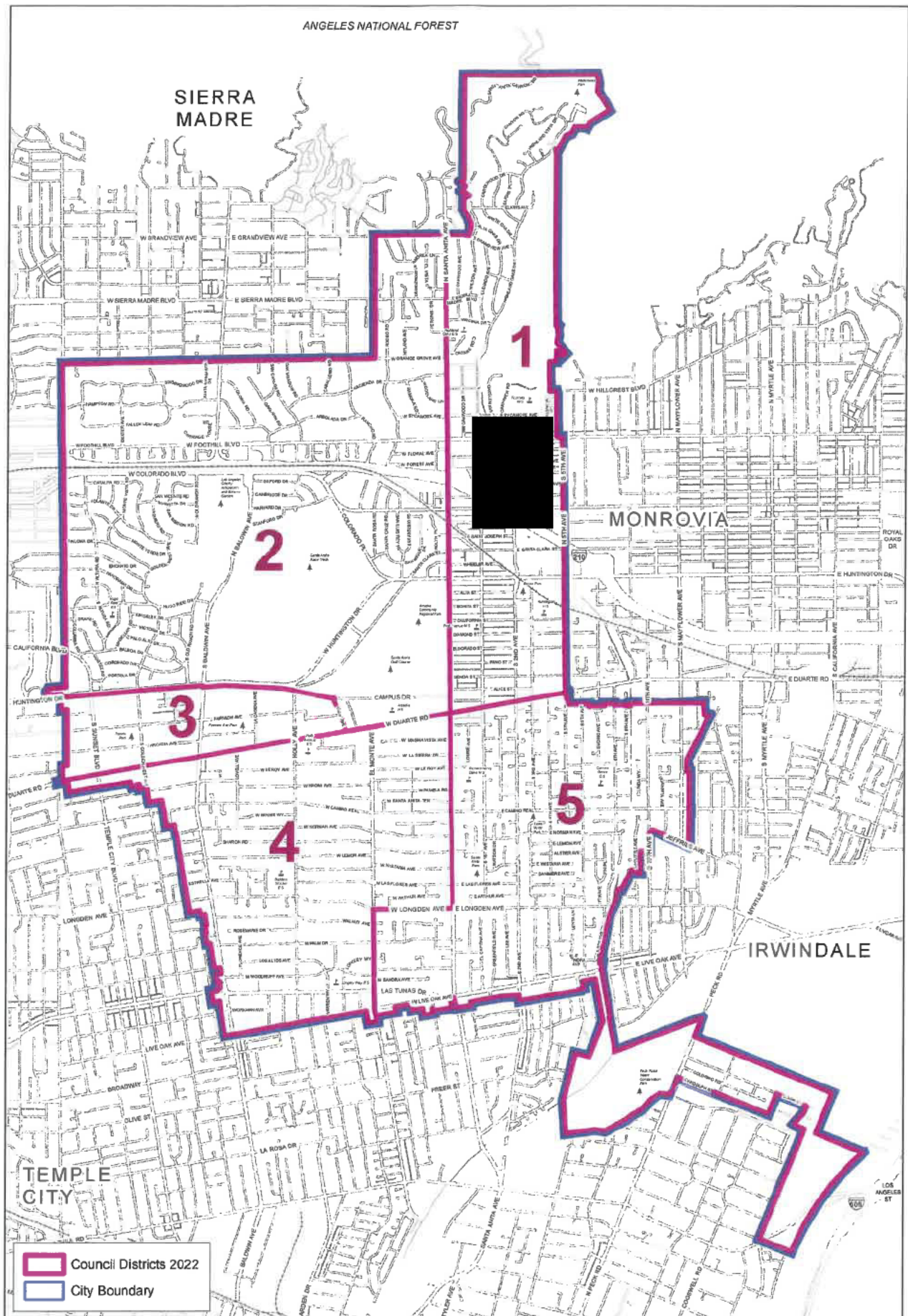
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

# Citizen Service Resume

RECEIVED  
MAR 2 2025  
CITY OF ARCADIA



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Jose Diaz DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA. 91006  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Procurement Manager

EMPLOYER Pacific Asian Consortium In Employment ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 1 year ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

Bachelor Degree in Business Management,  
Peace Officer Standards and Training Certificate

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Reserve Police Officer- City of San Pablo, CA.  
Victor Valley Museum -Volunteer  
PACE- Business Counselor (Non Profit)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

See Attached Response

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My strong passion for community development is driven by my keen interest in planning, affordable housing, and sustainable transportation. Through effective collaboration with diverse groups of individuals, I bring a thoughtful and forward-thinking approach to planning efforts.

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

I am dedicated to making a positive impact in my community, and I believe that my background, training, and interests position me as a strong candidate for the volunteer planning commission. With a solid foundation in Project Management and Procurement Planning from my studies in Business Management at DeVry University, I have gained valuable insights into the intricacies of zoning, land use, and sustainable development - all crucial components in shaping the future of our neighborhoods and cities.

In addition to my formal education, I have volunteered with PACE, Victor Valley Museum, and served as a Reserve Police Officer. These experiences have allowed me to actively engage with the community, gather data, and work directly with residents to address their needs and concerns. Through these roles, I have developed a hands-on understanding of the challenges and opportunities that communities encounter, emphasizing the significance of inclusive and well-informed decision-making processes.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY  
STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

03/02/2025

DATE

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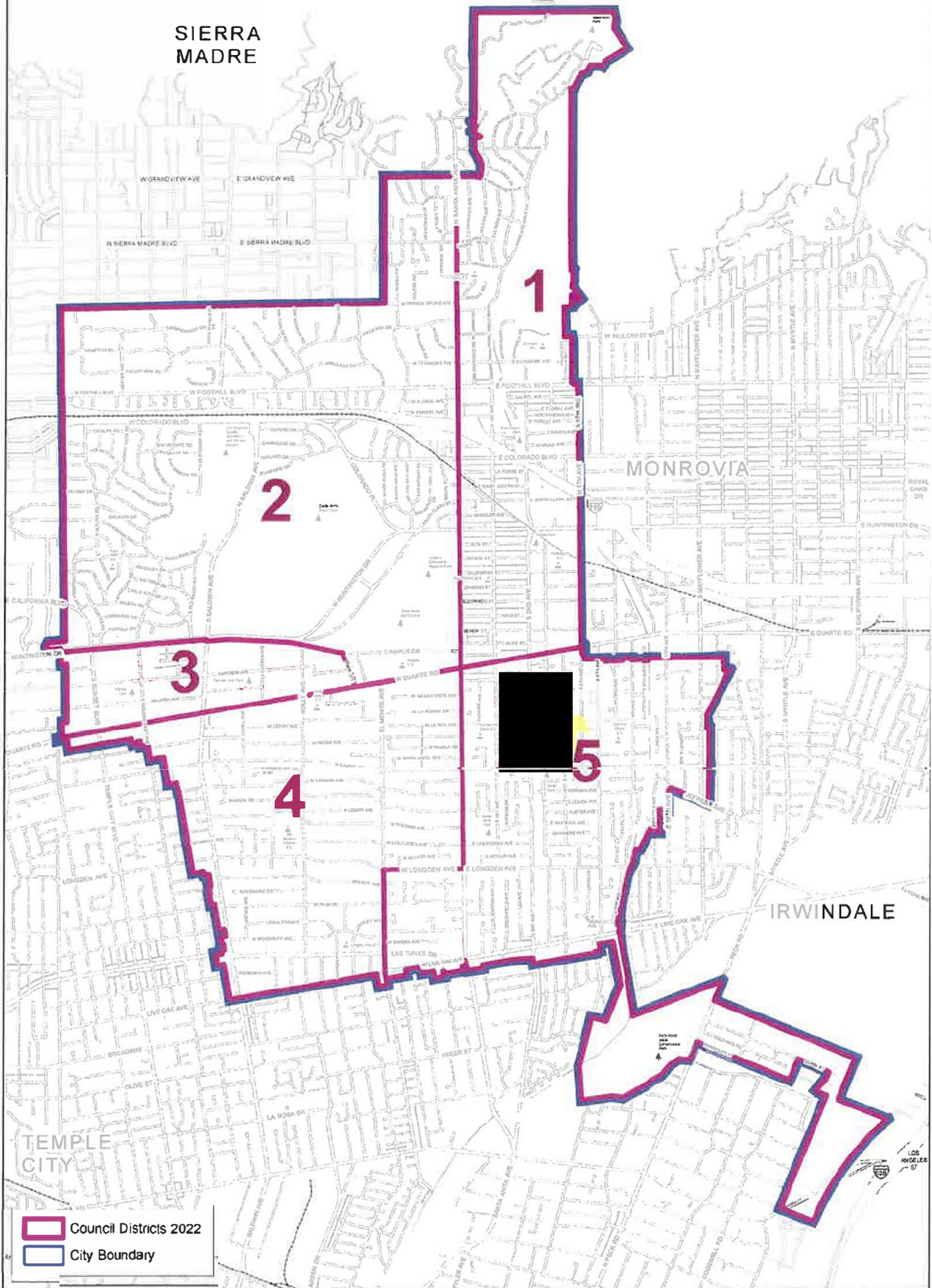
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Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

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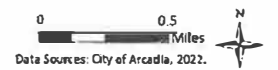
SIERRA MADRE



 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California



# Citizen Service Resume



RECEIVED

JUN 3 2025

CITY OF ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

\*\*\*\*\*

NAME Jonathan Tsou DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION HR and Operations Manager

EMPLOYER Foothill Unity Center, Inc. ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 10 years

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

SHRM Certified Professional (SHRM-CP, 2025), Diversity, Equity, and Inclusion Certificate from Cornell University (2022), and B.A. in Psychology from UCLA (2020).

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Committee Member, CODEI (UCLA Academic Senate, 20192020); Head of Policy, Dear Asian Youth (20232025), leading national youth advocacy and coalition-building; Member, City of Arcadia Homeless Stakeholder Committee, contributing to local housing and homelessness initiatives.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

A SHRM-CP certified HR professional with deep expertise in employee relations, compliance, and DEI, bringing both strategic leadership and hands-on experience as HR Manager at Foothill Unity Center, Head of Policy at Dear Asian Youth, and former member of the City of Arcadia Homeless Stakeholder Committee, all driven by a passion for creating inclusive, people-centered environments.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I see the City's Human Resources Commission as a vital body that ensures fairness, equity, and inclusion across city employment practices. To me, its goals are about promoting diverse and inclusive hiring, supporting employee well-being, and ensuring policies are not only legally compliant but also reflective of the community's values. I believe the commission plays an important role in advising leadership on how to foster a positive, respectful workplace culture while also connecting city policies to the real needs and experiences of its residents.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

06/02/2025

DATE

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PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

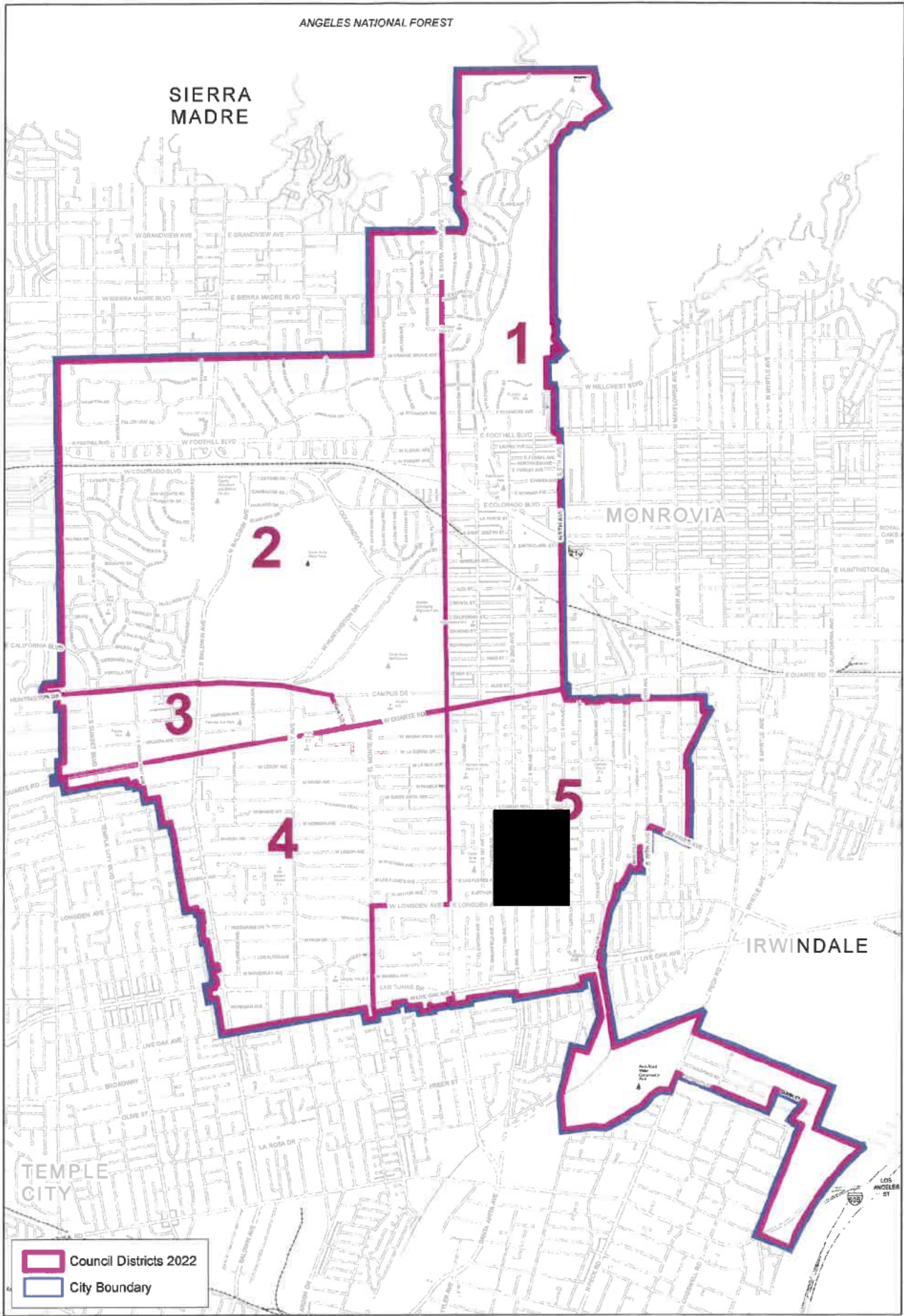
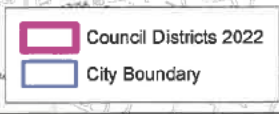
Questions? Please contact us at (626) 574-5455

SIERRA MADRE

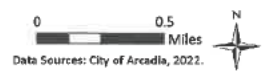
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IRWINDALE

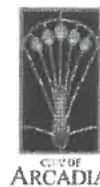
TEMPLE CITY



**Council District**  
 City of Arcadia, California



# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED  
CITY OF ARCADIA  
APR 15 2025  
CITY MANAGER

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME CYRUS TANG DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  
PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION MANAGER, CYBERSECURITY

EMPLOYER HILL ASSOCIATES ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 2.4 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

BS in EE from RPI, 5/1999  
MBA in Finance and IT from Baruch College, 12/2011  
PMP

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

My current volunteer involvement includes: Bowls USA, Advisor to the president. South West Division Bowls, newsletter contributor and tournament co-webmaster. Long Beach Lawn Bowling Club, Director & Member. Santa Anita Lawn Bowling Club, Member. La Canada PCY PTA, Financial Treasurer. Pasadena Humane Society, Member.  
Before moving to Arcadia, I was a volunteer as a Fireman (SVFC), tax preparer (VITA), Condo Association HOA, and tutor (NYCares).

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Personally I have a strong desire to uplift the community I live in. I get a sense of pride and ownership in my community by actively participating in the community. When I lived in VA, I became a volunteer FF and a director of the Condo HOA. When I lived in NYC, I volunteered to prepare taxes for local residents and tutored local HS students.  
Professionally I have 20+ yrs in technology including Microsoft, networking and most recently, cybersecurity. I was a project manager of a multimillion, 20+ person team. The last 10 years, my clients include the DOD, Federal Government, VA/CA/TX and NYC/LA.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

As a father of a 10yr old, I would like to improve access and awareness of city parks to the community. For example, I live next to Fairview Ave Park and it would be great if there were events hosted at this park for the community such as outdoor yoga, tai chi, the start/end of a local race in collaboration with the mall or the race track, BBQ for 4th of July or mooncakes for Lunar new year. These ideals can also be done in collaboration with the city and city parks. It does not matter if the park is a county park or a city park. The residents are members of both and can only benefit when the county and city works together.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

4/1/2025  
\_\_\_\_\_  
DATE

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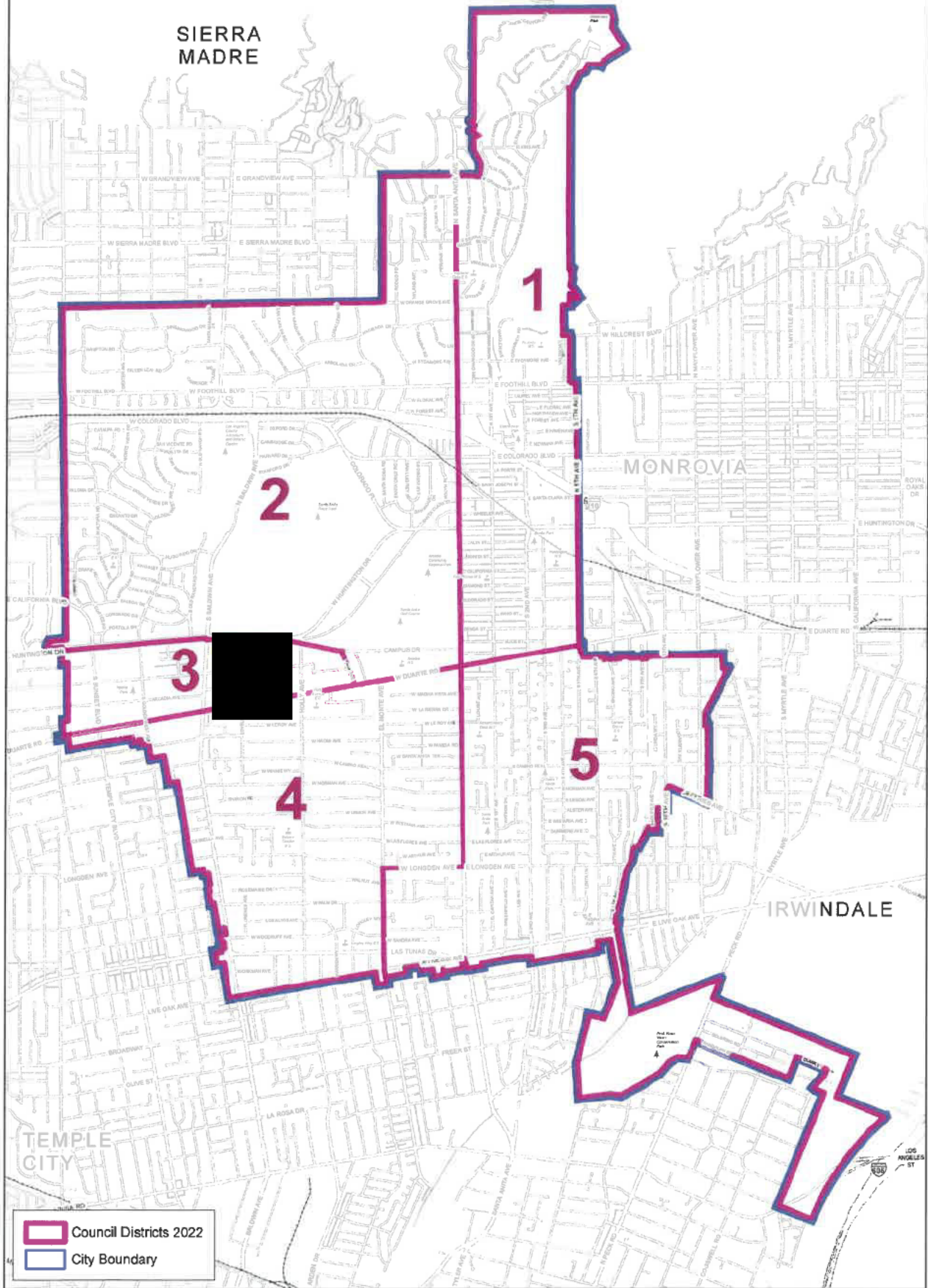
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240 W. HUNTINGTON DRIVE  
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

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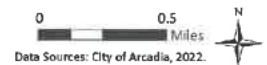
SIERRA MADRE



 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California



# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

JUN 4 2025

CITY OF ARCADIA

NAME Michael Cham DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006

(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Planning/Economic Development

EMPLOYER City of Los Angeles - Econ Dev Division ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 14

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

## EDUCATION (Include professional or vocational licenses of certificates)

I have a BA in Urban Studies from UCSD and a JD from Loyola Law School. I am a Certified Planner with APA, hold a CA Broker's license, am a Senior Certified Human Resources Professional, and am a licensed attorney in the state of CA.

## COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I am active in my neighborhood, an elder at my local church, and hope to further contribute via a committee assignment.

## PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have over 25 years of professional experience as local government staff, collaborating successfully with Boards and Committees, community members and elected officials.

## WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My overarching goal would be to serve with fairness and integrity—applying policies and community values that promote both the common good and aspirations of individuals/groups.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

June 4, 2025

DATE

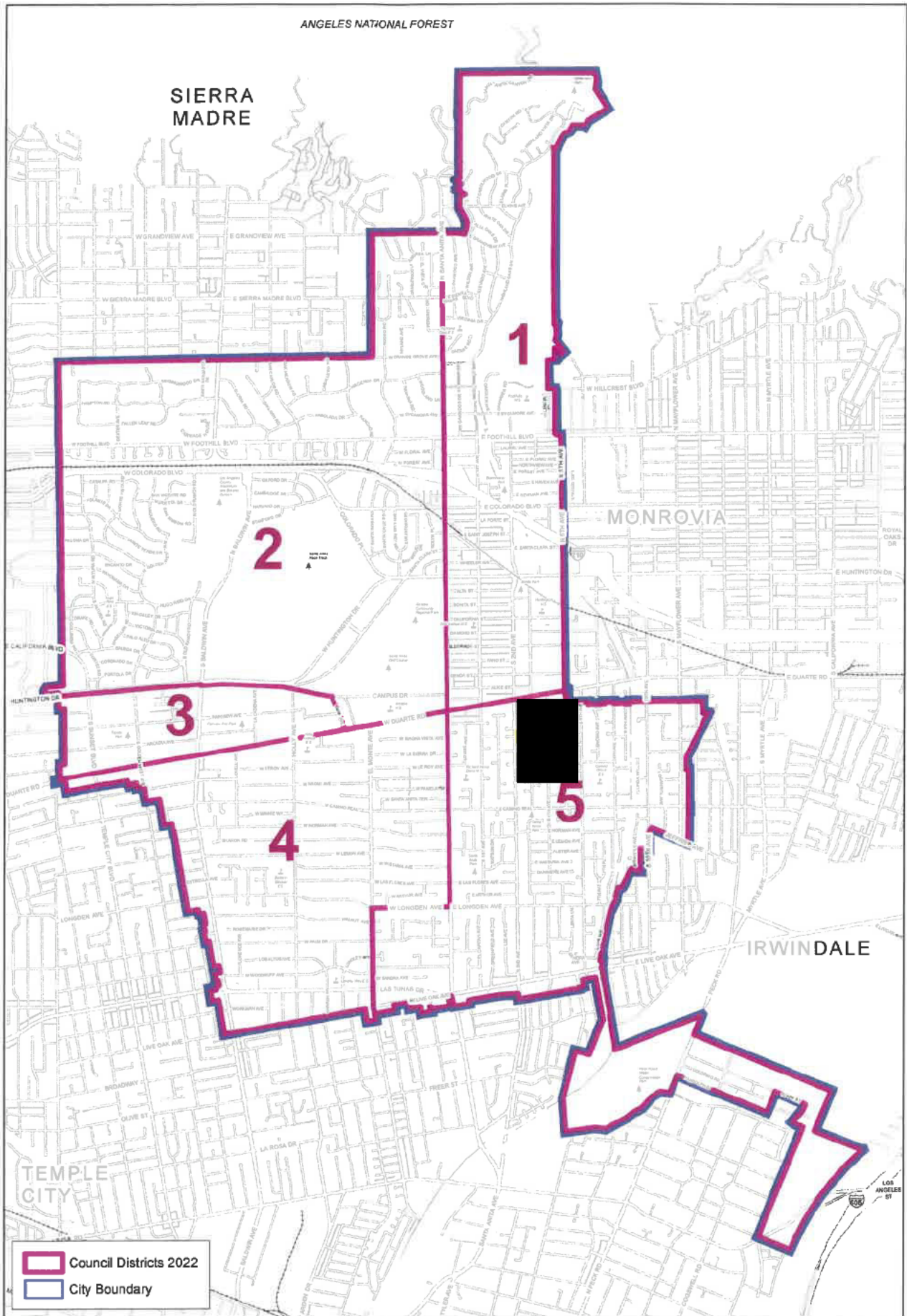
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240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

# **LIBRARY BOARD OF TRUSTEES APPLICANTS**

# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

APR 28 2025

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*

NAME Barbara Delphey DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION pt. time receptionist

EMPLOYER Holy Angels Church ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 38 yrs. ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
B.A., Marquette University, Milwaukee, WI

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
Friends of Arcadia Public Library - various roles; president, recording secretary, publicity

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

- 1. Active role in FOAPL for many years
- 2. Previous 8 years as Board Trustee

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- 1. To continue + expand the role of the library in the community
- 2. to advocate for the library as a vital, integral + irreplaceable force in Arcadia
- 3. To serve as a voice for the citizens in expressing ideas, concerns, etc.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_ 

\_\_\_\_\_ 4-25-25 \_\_\_\_\_  
DATE

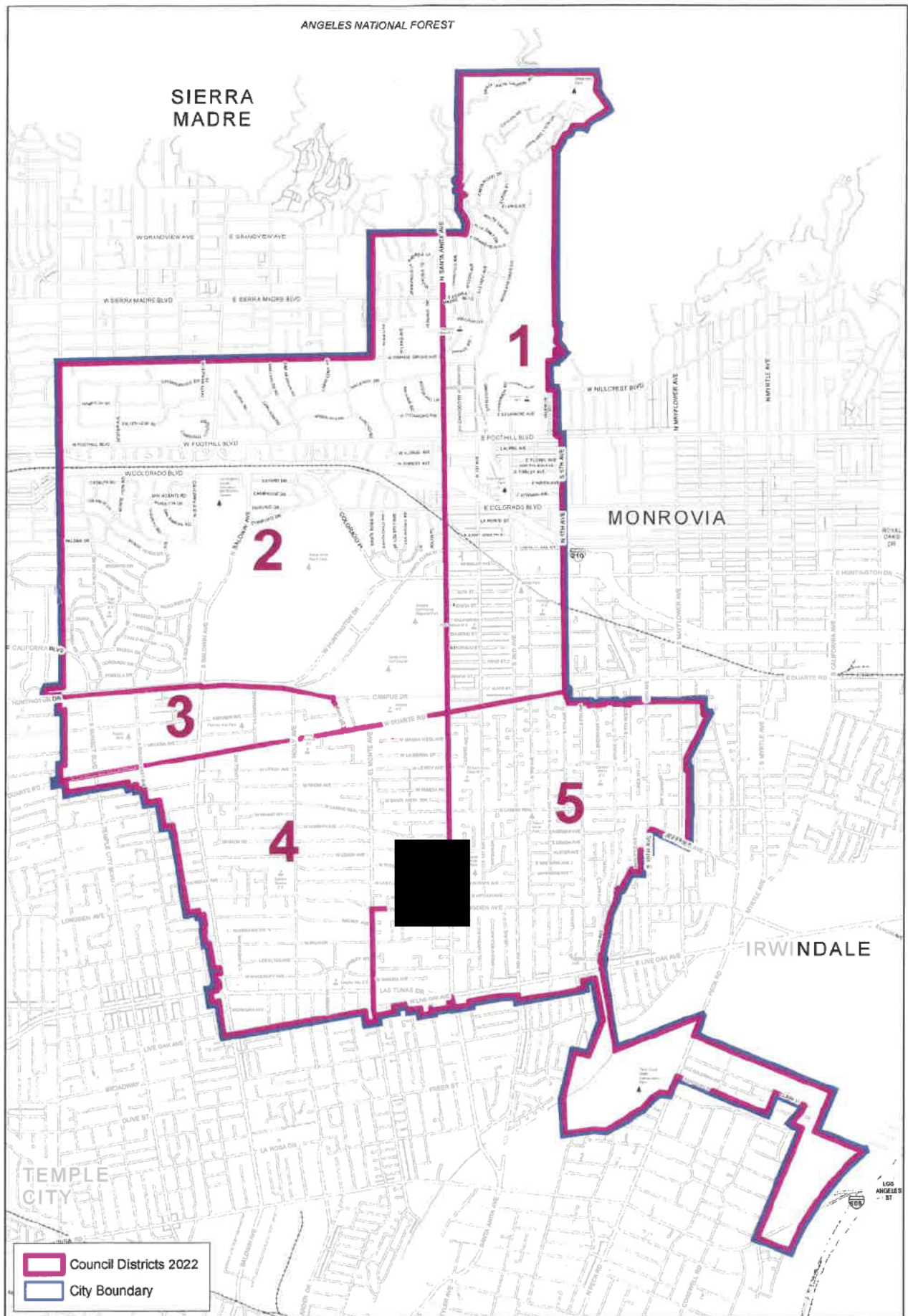
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OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
 City of Arcadia, California



# Citizen Service Resume APR 11 2025

CITY OF ARCADIA  
CIVIL SERVICE

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Ashish Guha DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA, 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Project Mgmt. Consulting

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

MS, MBA

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Worked at the renovation of Santa Anita Park electrical renovation work. .

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

Background: As a small business consulting firm owner in Arcadia, I have 24+ years of experience that I enthusiastically would like to use for betterment of my community.  
Qualifications for Library Commission: As a CEO, I always have a keen eye for future of our kids. I believe that libraries hold the key to our kids future as they are the repository and distribution of knowledge. My 16 year old son has immensely benefited from libraries, and so have the kids in Arcadia. Libraries are also where kids engage in brainstorming sessions to generate entrepreneurship ideas.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

Improve the interaction between parents, kids and library to better kids future and positively engage the community for a better future of Arcadia.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

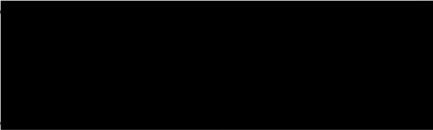
YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


SIGNATURE

\_\_\_\_\_  
04-10-2025

DATE

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Questions? Please contact us at (626) 574-5455

- Reviewed project progress with contractor's actual work completion, ensuring that the contractor was paid for actual work completed on-site.
- Conducted weekly updates with vendors to monitor progress in procurement vis-a-vis project schedule and created a contingency plan in case of delays in procurement.
- Directed Program **construction, retrofit design, and agency reviews** for the program, streamlining schedules and reducing delays.

**Subcontractor to Alliance Planning and Management**

May 2020 - March 2024

**Senior Project Manager - County of Los Angeles- Department of Public Works**

Multiple Projects, Deferred Maintenance Program (**\$65 Million**)

- Spearheaded the Hall of Administration CEO Office Renovation, coordinating with Los Angeles County Upper Management (including the CEO) in Real Estate, Workplace Operations, Workplace Planning, Employee Technology, and Data Centers. **Developed a project estimate for 50,000 sq.ft. space.**
- Oversaw upgrades utilizing JOC delivery method for Los Angeles County public libraries, including developing project scope, pre-construction survey leading to CDs, **conducted 90% CD review**, oversaw agency review leading to CD approval, monitored weekly JOC construction progress of activities.
- Delivered the Willowbrook Senior Center Renovation, utilizing a cost-effective **low-bid delivery method** to provide the best value for taxpayer dollars.
- Led Hall of Administration ADA Compliance Project, managing project scope, contractor monitoring, pre-construction, construction, and close-out/post-construction phase.

**Subcontractor to Alliance Planning and Management**

February 2019 - May 2020

**Senior Project Manager - County of Los Angeles - Internal Services Department**

Multiple Projects, Facility Reinvestment Program (**\$750 Million**)

- Led the **DM program**, managing end-to-end deliverables such as the bid and award phase, the design phase, construction, schedule, budget tracking, and cash flow reporting through the post-occupancy phase. This resulted in Title 24+ 10% efficiency gain for projects.
- **Led six projects simultaneously** and a team of 15 senior consultants to develop project specifications and design criteria for the County-wide program for Kennel Buildings. Reviewed 60% and 90% CD to ensure compliance with design criteria.
- Reviewed Change Orders worth \$7.5M, resulting in **15% of savings**.
- Communicated with Southern California Edison (SCE) to ensure compliance with SCE guidelines in projects. **Ensured that facilities remained operational 24/7.**
- **Managed a team of 10** senior consultants and contractors and three projects simultaneously to develop project specifications and design criteria for a 45-ton HVAC Unit in collaboration with the Maintenance and Operations (M&O), Fiscal, and Energy divisions of ISD.
- Coordinated with 25+ stakeholders – AE, General Contractors, A&E design teams, commissioning agents, equipment suppliers, Facilities Team, M&O, and IT to complete make-ready work during the 14 weeks of lead time for long lead items.
- Conducted multiple partnering sessions with the end user to ensure seamless department shutdowns.
- Developed criteria for the pre-design mechanical and electrical survey of 93 HVAC Units for the basis of **design work for the \$14M** - ISD Eastern Avenue Crafts shop project.

**Parsons**

October 2017 - February 2019

**Senior Project Manager - County of Los Angeles - Department of Public Works**

Martin Luther King-Inpatient Tower and Multi Ambulatory Care Center (**\$320 Million**), Olive View Medical Center (OVMC) Hospital Retrofit Program (**\$75 Million**)

- Led the MLK program, managing jurisdictional agency review for seismic, Fire and Life Safety, and other requirements of building code.

- Ensured that OSHPD/HCAI agency comments were addressed promptly, resulting in maintaining the program schedule of the project.
- Regularly reviewed Contractor Change Orders estimated at ~\$25 Million, **resulting in savings of \$5M**. Addressed the impact of OSHPD review time and Change Orders on the Baseline Schedule by **leading the Recovery Schedule**.
- OVMC project included hospital upgrades of around \$75 Million, including improvements to the existing Inspector of Record (IOR) for continuous inspection of work.

**Parsons**

September 2009 - September 2015

**Senior Project Manager - Los Angeles County Department of Public Works**

**Deferred Maintenance (DM) Program (\$75 million)**

- Led the replacement of Site Electrical Equipment and HVAC systems for several buildings. Proactive procurement planning resulted in the on-time arrival and completion of long lead items as per the approved schedule. Established procedure to procure temporary power generators in accordance with County guidelines.
- Managed five projects simultaneously consisting of high-priority electrical, and mechanical deficiencies.
- Managed infrastructure upgrades required to support the Online Real-Time Centralized Health Information Database Project (ORCHID) including upgrades to data centers including retrofits to support the **new IT equipment at 14 Public Health operational facilities**.
- Managed the design and construction upgrades at seven (7) Public Health Facilities utilizing As-needed A/E and JOC Contracts.
- Led Los Angeles County Department of Health Services ORCHID Program (\$68 Million): The infrastructure upgrades required to support the ORCHID program included upgrades to building power and air-conditioning infrastructure to support the new IT equipment in approximately **150 operational medical buildings at 32 sites**.
- Responsible for the design and retrofit construction for all five High Desert Facilities as well as providing project management support at the LAC+ USC HCAI (formerly known as OSHPD) Buildings.

**PREVIOUS EXPERIENCE**

---

**Los Angeles County - Department of Public Works**

*Parsons, Senior Project Manager, Deferred Maintenance (DM) Program (\$75 Million)*

**Port of Long Beach**

*Parsons, Senior Project Manager, Security Command and Control Center (\$20 Million)*

**Los Angeles County - Department of Public Work**

*Jacobs, Project Manager, LAC+USC Medical Center Campus (\$1.2 Billion)*

**Los Angeles Unified School District**

*Jacobs, Project Manager, Ascot Elementary School and Cienega Elementary School (\$14 Million)*

**Pasadena Independent School District Program**

*Jacobs, Project Manager, Sam Rayburn High School, Pasadena High School, and Dobie High School (\$60 Million)*

**EDUCATION**

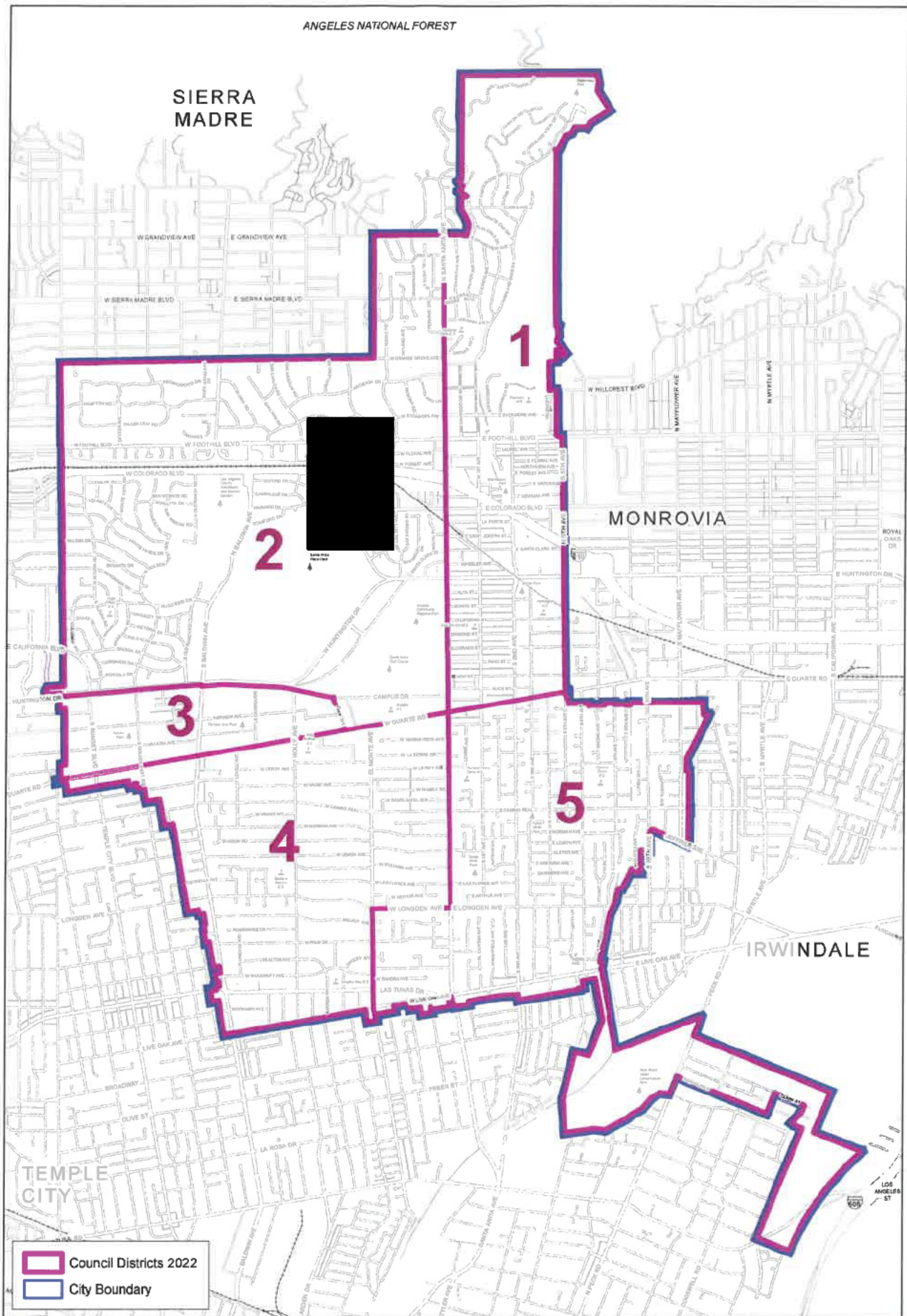
---

- Maulana Azad National Institute of Technology - **B.Arch**
- Michigan State University - **MS in Construction Management**
- University of Southern California - **MBA**

**MERITS & ACHIEVEMENTS**

---

- **LEED AP Certification**
- **SoCal CMAA Award** – Public Sector Category (\$11-50M)
- **Best Project of the Year** – SoCal CMAA



**Council District**  
*City of Arcadia, California*

# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

APR 21 2025

CITY OF ARCADIA

\*\*\*\*\*

NAME Edwin Schmitt DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007 [REDACTED]

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Senior Regulatory Analyst

EMPLOYER California Public Utilities Commission ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 3 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

- Ph.D. 2017 Anthropology The Chinese University of Hong Kong
- M.A. 2011 Applied Anthropology Oregon State University
- B.S. 2006 Economics University of Washington
- B.A. 2006 Chinese Language and Literature University of Washington

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

National Academy of Science Engineering and Medicine, Resilient America Roundtable

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Part of my background as an anthropologist included a training in cultural heritage management. For 2 years, I worked as an archivist at the Sichuan University Museum in Chengdu, China as part of research program with the University of Washington. More recently I worked for the Norwegian Institute for Cultural Heritage Research where I managed multiple research portfolios on contentious heritage, the memorialization of pandemics, national park management and industrial heritage in the US, Norway and China.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- The goals of the Arcadia library are to
1. advise the library as they decided how to design interactive and educational exhibits and activities for visitors and residents of Arcadia,
  2. advise the library on any use of public funds to purchase new collections

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY  
STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

4/20/2025

SIGNATURE

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

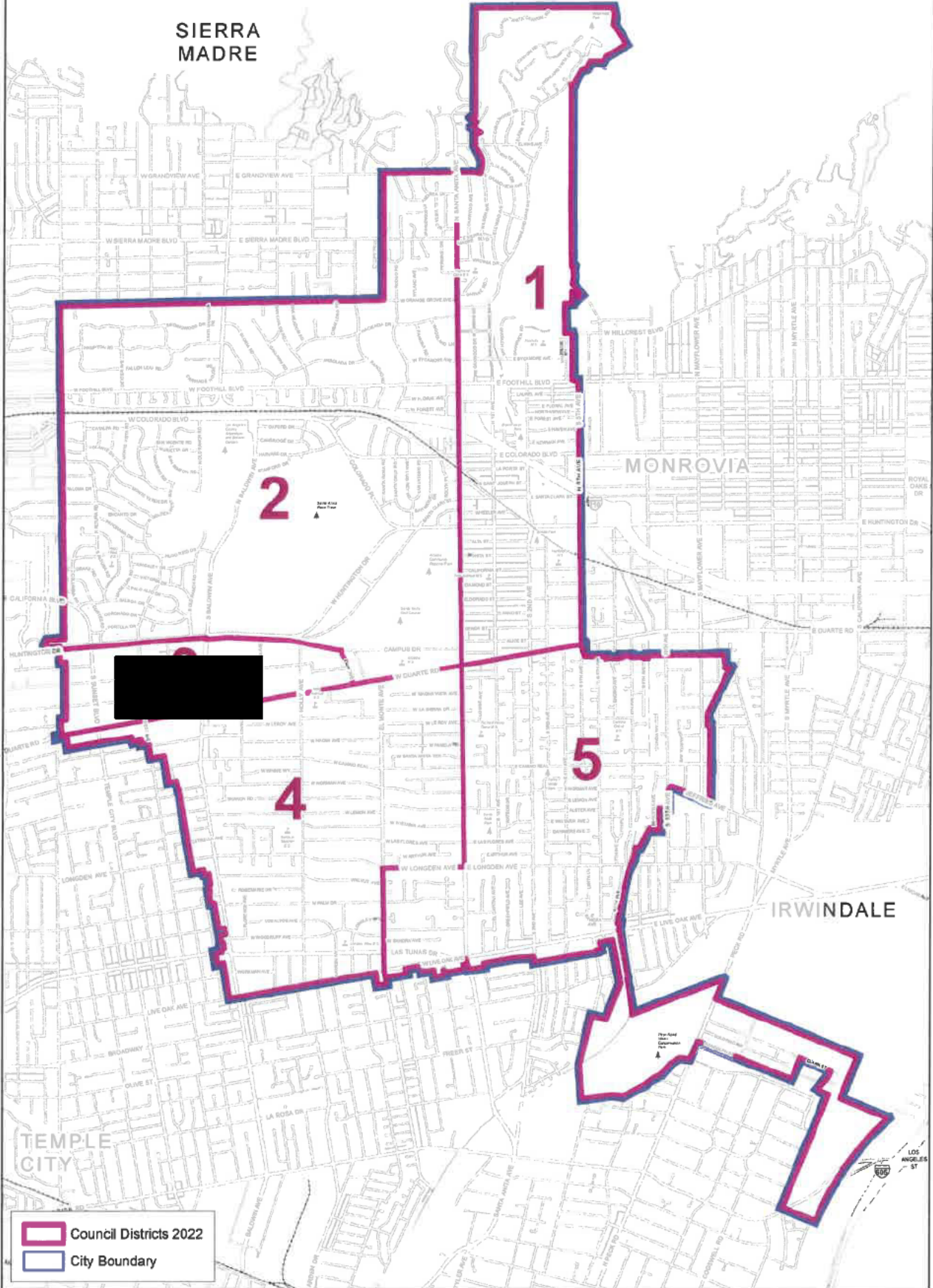
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

SIERRA MADRE



**Council District**  
 City of Arcadia, California





APR 24 2025

# Citizen Service Resume

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Alexander Arasawa DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Applications Support Analyst

EMPLOYER Behavioral Health Services, Inc. ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 24 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses of certificates)

I hold a Bachelor of Science in Computer Science and Engineering from the University of California, Davis. My coursework included data structures, algorithm design, web development, databases, and computer networks. I like learning, in my free time I study, read and/or take online courses.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I contribute to the OpenLibrary project under the Internet Archive, due to my interest in learning the biggest barrier to learning is where to source to source the book and the cost of it. I supported OpenLibrary due to its initiative for the free flow of information and mission for providing an online public commons for books. I would like to support the Public Library in its mission and continue to provide for the community in one way or another. Other community involvement is volunteering for Arcadia Festival of Bands during setup and tear down; I was in marching band for 4 years in high school.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

My background is in IT, web development, and application support. I work to build systems for healthcare and clinical service workers, audit websites/applications for security and accessibility, and refine user interfaces to improve user experience. I have volunteered at many different organizations such as the Midnight Mission, Santa Teresita, Koyasan Buddhist Temple, and Holy Angels Church. I also grew up going to the Arcadia Public Library every Sunday with my family — its a place that shaped me. I want to support the library as it evolves in the digital age. Moreso, I would like to give back to the community in any way I can.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I believe the goal of any city commission is to serve the community by offering guidance, insight, and support that help shape the city's future. I am especially drawn to the Library Board and Planning Commissions -- the Library Board plays a vital role in education, access to information, and community connection, while the Planning Commission helps guide thoughtful growth and infrastructure. I am also open to serving wherever my background in technology, accessibility, and public service can be most useful. I am committed to contributing in any role.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


SIGNATURE

4/9/2025

\_\_\_\_\_

DATE

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PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

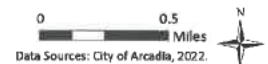
OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
City of Arcadia, California



RECEIVED  
CITY OF ARCADIA

# Citizen Service Resume



MAY 19 2025

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Carol Saunders DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Retired

EMPLOYER \_\_\_\_\_ ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 25 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

Respiratory Care Practitioner, Registered Respiratory Therapist RCP license retired  
Employed 38 years at City of Hope, last 14 in management

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Member of the Arcadia Library Friends of the Library Board

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

I have volunteered at the Arcadia Public Library Bookstore for 2 years, in December 2024 created an EBay website for the Library Bookstore  
As a manager at COH, attended meetings and training for management

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

As a person on the library bookstore board, I want to be of further support to the library and the bookstore. I have gained much knowledge on how the bookstore supports the community and have ideas along with my coworkers to improve the support we give to the library.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

5-19-2025  
\_\_\_\_\_  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)



Questions? Please contact us at (626) 574-5455

SIERRA MADRE

MONROVIA

IRWINDALE


TEMPLE CITY

 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California

0 0.5 Miles  
 Data Sources: City of Arcadia, 2022.



MAY 6 8 2023

# Citizen Service Resume



CITY MANAGER

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Joyce Platt DATE OF BIRTH [REDACTED]

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION retired educator and administrator

EMPLOYER Arcadia Unified School District ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 49 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
BA in Education MA in Administrative Services CA Teaching Credential Administration Credential Leadership Academy Graduate Beginning Teacher Support and Assessment Certificate (BTSA)

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
See attached sheet

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
See attached sheet.

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
To work with the library staff and other Commissioners to help provide full and equal access to materials and services, help continue materials and services that meet the educational, informational, historical and individual interests of a diverse community. To work with and direct the administration and operations of the City Library System by guiding, discussing and working as a team for enriching and extending valuable programs. As a member of the Commissioners it would involve administrating and helping with procedures, rules and operations of the Arcadia Public Library.

## Joyce Platt

### **COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Arcadia Unified School District Bond Oversight Committee: 6 years and still serving on the committee. *2019 - 2025*

Board of the Friends of the Gilb Museum: President for 5 years and still in that capacity

Current member of Assistance League/Las Alas

Board of the Lion's Foundation: President for 2022-2025

Arcadia Travelers: Past President in years 2012-2014, 2018-2019 and 2022-2023,2024, servings as an escort for trips, Office Manager

Arcadia Woman's Club: served as recording secretary and am incoming President

Supporter of the Arcadia Chinese Association

Volunteer for the Breeder's Cup: 3 years

Volunteer at the Community Center with Arcadia Travelers

Neighbor Watch Captain:

Served as a teacher support and assessment leader and liaison between Arcadia, Duarte and Temple City. Served in the capacity at the state level in Sacramento. (A state program to help new teachers be successful in the classroom)

Served on the Senior Commission: 2015 - 2019 2023 -2025

Arcadia Senior of the Year: 2017

Arcadia Woman's Club Citizen of the Year: 2025

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

My many diverse activities both when I was employed by the Arcadia Unified School District and my various involvement of activities after I retired have given me wonderful experiences, which I feel I can use and employ to help benefit my position on the Library Board of Trustees. I have gained and used many leadership skills in my community involvement. I have developed skills of working as a team member as well as independently. I have a high interest in the Community of Arcadia and want to work within areas that I can make a difference. The library is a wonderful and highly successful part of the community. I am interested in being a part of enriching the library's environment and adding to its importance in the community. Being an active part and serving as President of the Friends of the Museum creates a link to the Arcadia Public Library.

Educator in Arcadia Unified School District for 40 years, which gave me the opportunity of serving on numerous committees within the District and at the state level in both leadership and participant roles. I served as administrator for 6 years in the coordinating and running of elementary summer school in Arcadia Unified through the University of LaVerne, which required high communication skills and participation with many adults. My experience with others to express needs and concerns includes planning ways to implement those needs and concerns,

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_

April 30, 2025  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

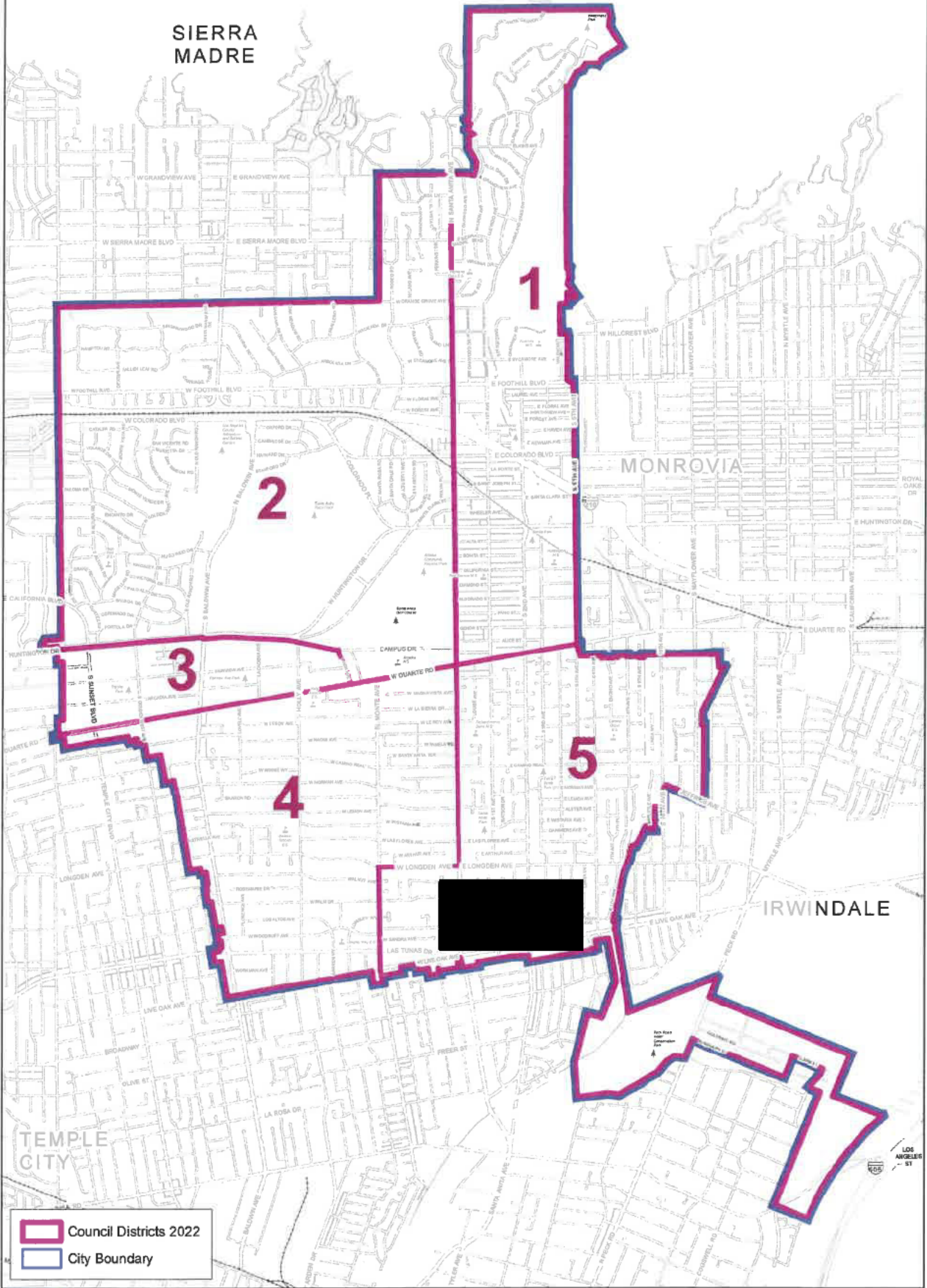
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

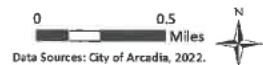
Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

SIERRA MADRE



**Council District**  
*City of Arcadia, California*



# Citizen Service Resume



RECEIVED

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

JUN 3 2025

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*

NAME Barbara Ansell DATE OF BIRTH 

FIRST LAST

RESIDENTIAL ADDRESS  Arcadia CA 91006

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER  EMAIL ADDRESS 

OCCUPATION Retired

EMPLOYER \_\_\_\_\_ ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 40 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

BS Mathematics, Queens College CUNY  
Master Social Services, Bryn Marw College  
Project Management Professional (PMP)  
Certified Change Management Professional

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Arcadia Police Department volunteer since 2012; community outreach; children's identity kit program (as needed)  
Kids Hope - Eagle Rock Elementary School since 2013; mentor for primary school children (1-2 hours / week)  
Duarte Monrovia Young Life; served on committee for 2 years, through 2024 (monthly meetings, fund raising events)  
Arcadia Library Conversation Tutor since 9/2024

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

As a Conversation Tutor, I come in contact with a diverse group of Arcadia residents and have become aware of their needs and interests. I had over 40 years' experience in information technology, including assessing and mitigating the impact of technology changes on organizations and their constituents. I continue to follow trends in technology and considerations for a future that will require organizations to keep relevant.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

From the City Charter: "The Library Board administers and enforces procedures, rules and the operations of the Arcadia Public Library." The Library is a pillar of the Arcadia community, creatively serving all age groups. As a board member, I believe it is especially important to support the programs provided for children and teens, and to be available to Library staff as needed for community facing events.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

June 3, 2025  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

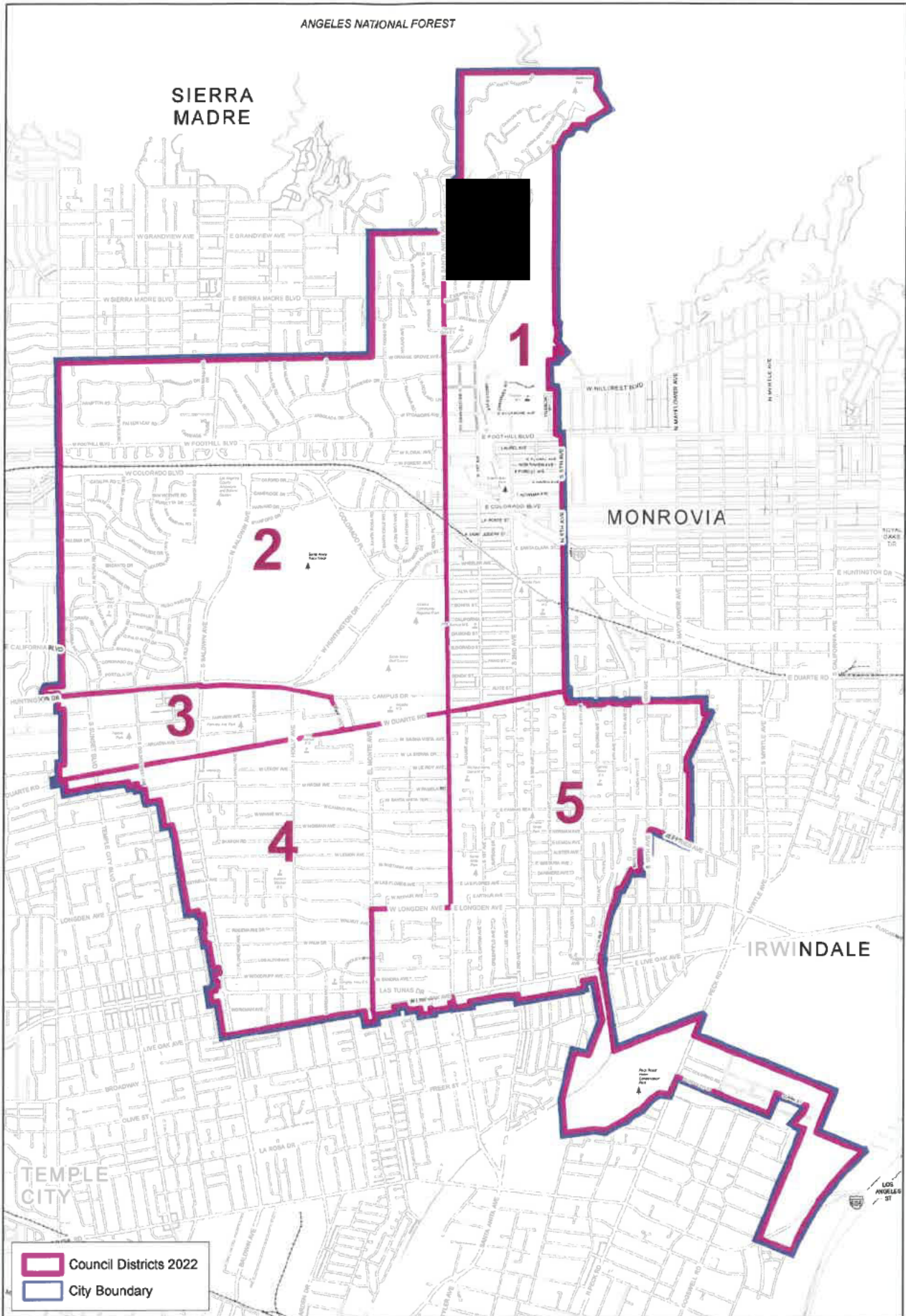
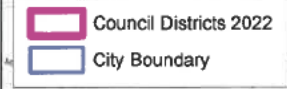
Questions? Please contact us at (626) 574-5455

SIERRA MADRE

MONROVIA

IRWINDALE

TEMPLE CITY



**Council District**  
 City of Arcadia, California



# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

JUN 4 2025

CITY OF ARCADIA

NAME Michael Cham DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Planning/Economic Development

EMPLOYER City of Los Angeles - Econ Dev Division ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 14

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

I have a BA in Urban Studies from UCSD and a JD from Loyola Law School. I am a Certified Planner with APA, hold a CA Broker's license, am a Senior Certified Human Resources Professional, and am a licensed attorney in the state of CA.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I am active in my neighborhood, an elder at my local church, and hope to further contribute via a committee assignment.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have over 25 years of professional experience as local government staff, collaborating successfully with Boards and Committees, community members and elected officials.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My overarching goal would be to serve with fairness and integrity—applying policies and community values that promote both the common good and aspirations of individuals/groups.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

June 4, 2025

DATE

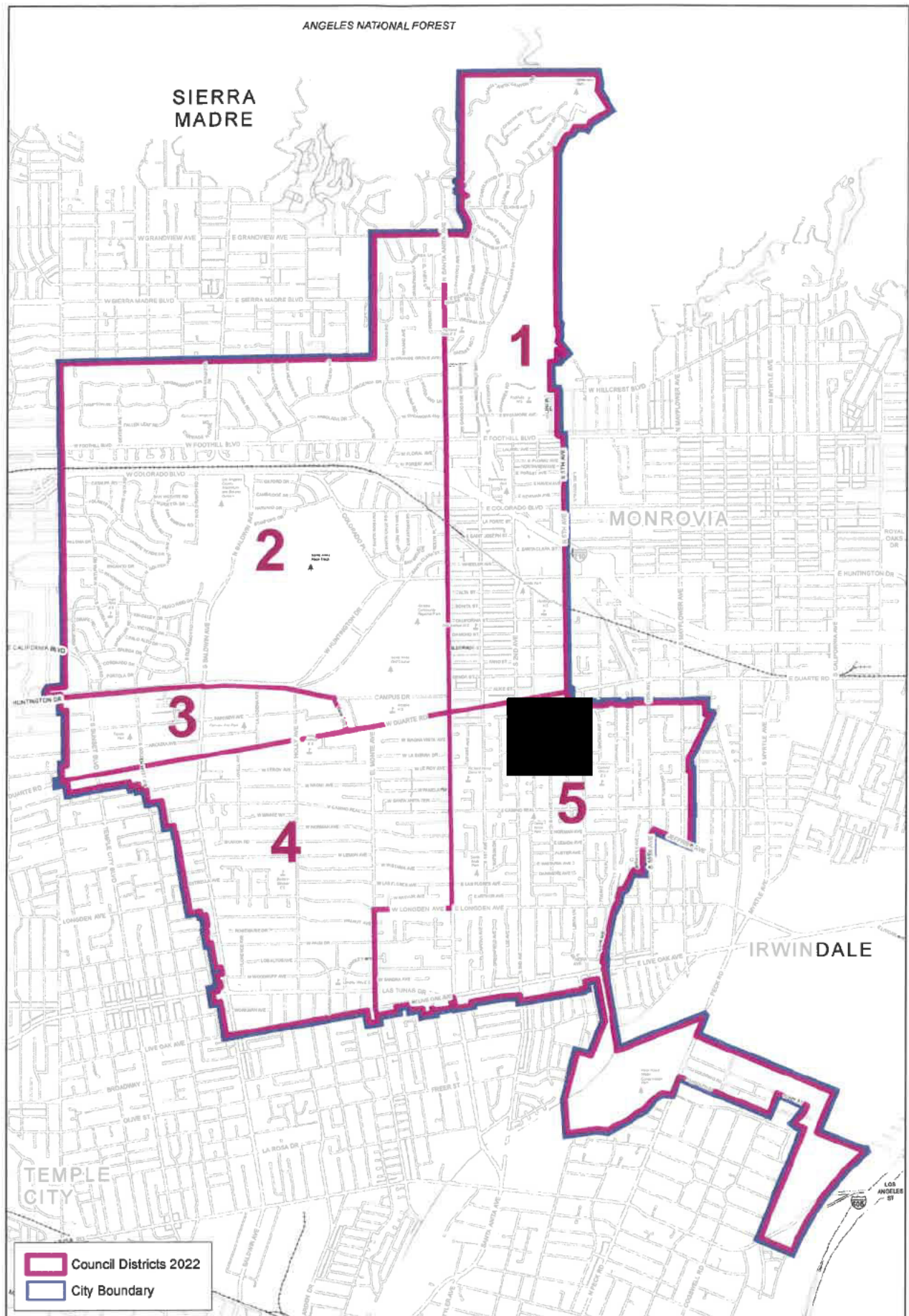
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240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

# **SENIOR CITIZENS COMMISSION APPLICANTS**



# Citizen Service Resume APR 11 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Ashish Guha DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA, 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Project Mgmt. Consulting

EMPLOYER Self ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 5 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

MS, MBA

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

Worked at the renovation of Santa Anita Park electrical renovation work. .

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

Background: As a small business consulting firm owner in Arcadia, I have 24+ years of experience that I enthusiastically would like to use for betterment of my community.  
Qualifications for Library Commission: As a CEO, I always have a keen eye for future of our kids. I believe that libraries hold the key to our kids future as they are the repository and distribution of knowledge. My 16 year old son has immensely benefited from libraries, and so have the kids in Arcadia. Libraries are also where kids engage in brainstorming sessions to generate entrepreneurship ideas.

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

Improve the interaction between parents, kids and library to better kids future and positively engage the community for a better future of Arcadia.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


\_\_\_\_\_  
04-10-2025  
DATE

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Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

- Reviewed project progress with contractor's actual work completion, ensuring that the contractor was paid for actual work completed on-site.
- Conducted weekly updates with vendors to monitor progress in procurement vis-a-vis project schedule and created a contingency plan in case of delays in procurement.
- Directed Program **construction, retrofit design, and agency reviews** for the program, streamlining schedules and reducing delays.

**Subcontractor to Alliance Planning and Management**

May 2020 - March 2024

**Senior Project Manager - County of Los Angeles- Department of Public Works**

Multiple Projects, Deferred Maintenance Program (**\$65 Million**)

- Spearheaded the Hall of Administration CEO Office Renovation, coordinating with Los Angeles County Upper Management (including the CEO) in Real Estate, Workplace Operations, Workplace Planning, Employee Technology, and Data Centers. **Developed a project estimate for 50,000 sq.ft. space.**
- Oversaw upgrades utilizing JOC delivery method for Los Angeles County public libraries, including developing project scope, pre-construction survey leading to CDs, **conducted 90% CD review**, oversaw agency review leading to CD approval, monitored weekly JOC construction progress of activities.
- Delivered the Willowbrook Senior Center Renovation, utilizing a cost-effective **low-bid delivery method** to provide the best value for taxpayer dollars.
- Led Hall of Administration ADA Compliance Project, managing project scope, contractor monitoring, pre-construction, construction, and close-out/post-construction phase.

**Subcontractor to Alliance Planning and Management**

February 2019 - May 2020

**Senior Project Manager - County of Los Angeles - Internal Services Department**

Multiple Projects, Facility Reinvestment Program (**\$750 Million**)

- Led the **DM program**, managing end-to-end deliverables such as the bid and award phase, the design phase, construction, schedule, budget tracking, and cash flow reporting through the post-occupancy phase. This resulted in Title 24+ 10% efficiency gain for projects.
- **Led six projects simultaneously** and a team of 15 senior consultants to develop project specifications and design criteria for the County-wide program for Kennel Buildings. Reviewed 60% and 90% CD to ensure compliance with design criteria.
- Reviewed Change Orders worth \$7.5M, resulting in **15% of savings**.
- Communicated with Southern California Edison (SCE) to ensure compliance with SCE guidelines in projects. **Ensured that facilities remained operational 24/7.**
- **Managed a team of 10** senior consultants and contractors and three projects simultaneously to develop project specifications and design criteria for a 45-ton HVAC Unit in collaboration with the Maintenance and Operations (M&O), Fiscal, and Energy divisions of ISD.
- Coordinated with 25+ stakeholders – AE, General Contractors, A&E design teams, commissioning agents, equipment suppliers, Facilities Team, M&O, and IT to complete make-ready work during the 14 weeks of lead time for long lead items.
- Conducted multiple partnering sessions with the end user to ensure seamless department shutdowns.
- Developed criteria for the pre-design mechanical and electrical survey of 93 HVAC Units for the basis of **design work for the \$14M** - ISD Eastern Avenue Crafts shop project.

**Parsons**

October 2017 - February 2019

**Senior Project Manager - County of Los Angeles - Department of Public Works**

Martin Luther King-Inpatient Tower and Multi Ambulatory Care Center (**\$320 Million**), Olive View Medical Center (OVMC) Hospital Retrofit Program (**\$75 Million**)

- Led the MLK program, managing jurisdictional agency review for seismic, Fire and Life Safety, and other requirements of building code.

- Ensured that OSHPD/HCAI agency comments were addressed promptly, resulting in maintaining the program schedule of the project.
- Regularly reviewed Contractor Change Orders estimated at ~\$25 Million, **resulting in savings of \$5M**. Addressed the impact of OSHPD review time and Change Orders on the Baseline Schedule by **leading the Recovery Schedule**.
- OVMC project included hospital upgrades of around \$75 Million, including improvements to the existing Inspector of Record (IOR) for continuous inspection of work.

**Parsons**

September 2009 - September 2015

**Senior Project Manager - Los Angeles County Department of Public Works**

**Deferred Maintenance (DM) Program (\$75 million)**

- Led the replacement of Site Electrical Equipment and HVAC systems for several buildings. Proactive procurement planning resulted in the on-time arrival and completion of long lead items as per the approved schedule. Established procedure to procure temporary power generators in accordance with County guidelines.
- Managed five projects simultaneously consisting of high-priority electrical, and mechanical deficiencies.
- Managed infrastructure upgrades required to support the Online Real-Time Centralized Health Information Database Project (ORCHID) including upgrades to data centers including retrofits to support the **new IT equipment at 14 Public Health operational facilities**.
- Managed the design and construction upgrades at seven (7) Public Health Facilities utilizing As-needed A/E and JOC Contracts.
- Led Los Angeles County Department of Health Services ORCHID Program (\$68 Million): The infrastructure upgrades required to support the ORCHID program included upgrades to building power and air-conditioning infrastructure to support the new IT equipment in approximately **150 operational medical buildings at 32 sites**.
- Responsible for the design and retrofit construction for all five High Desert Facilities as well as providing project management support at the LAC+ USC HCAI (formerly known as OSHPD) Buildings.

**PREVIOUS EXPERIENCE**

---

**Los Angeles County - Department of Public Works**

*Parsons, Senior Project Manager, Deferred Maintenance (DM) Program (\$75 Million)*

**Port of Long Beach**

*Parsons, Senior Project Manager, Security Command and Control Center (\$20 Million)*

**Los Angeles County - Department of Public Work**

*Jacobs, Project Manager, LAC+USC Medical Center Campus (\$1.2 Billion)*

**Los Angeles Unified School District**

*Jacobs, Project Manager, Ascot Elementary School and Cienega Elementary School (\$14 Million)*

**Pasadena Independent School District Program**

*Jacobs, Project Manager, Sam Rayburn High School, Pasadena High School, and Dobie High School (\$60 Million)*

**EDUCATION**

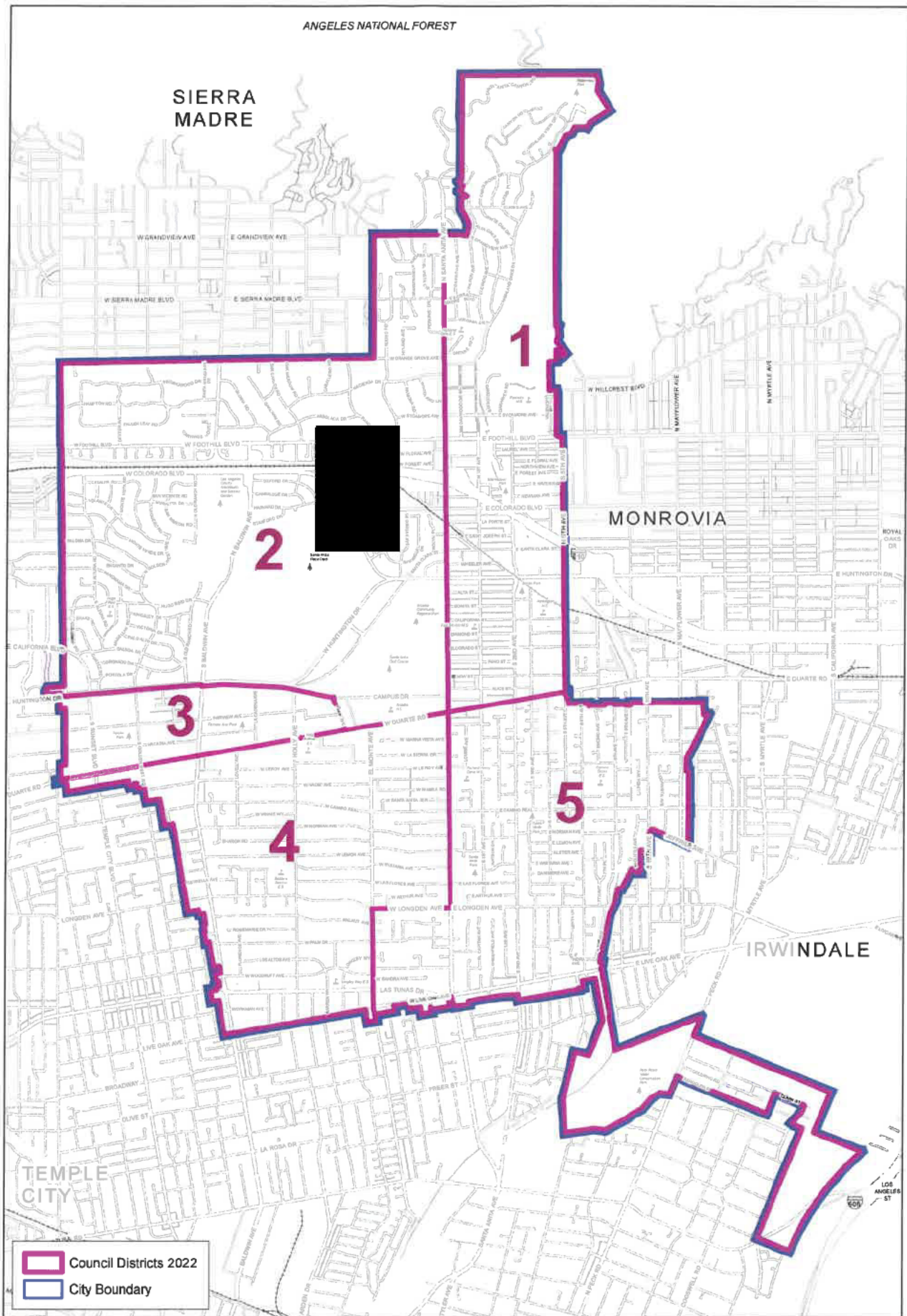
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- Maulana Azad National Institute of Technology - **B.Arch**
- Michigan State University - **MS in Construction Management**
- University of Southern California - **MBA**

**MERITS & ACHIEVEMENTS**

---

- **LEED AP Certification**
- **SoCal CMAA Award** – Public Sector Category (\$11-50M)
- **Best Project of the Year** – SoCal CMAA



**Council District**  
*City of Arcadia, California*

# Citizen Service Resume

RECEIVED



APR 23 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME KARREN Levine DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] ARCADIA 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  
PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Retired PET NUTRITIONIST  
EMPLOYER Retired ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 18 yrs ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO  
\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates) - Grad Hi School in TUCSON AZ  
Some CLASSES@PCC  
award winning salesperson while 1964  
pet Nutritionist

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
ARCADIA Newcomers Summer Concert series volunteer  
GOLDS Gym for Pasadena Pops  
On the Board of HOA - Arcadia Townhomes West  
arcadia Historical Society member

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE  
TO IMPROVE the LOOK OF OUR CITY BY MAKING SURE APTS,  
Homes, PLANTS, TREES ARE WELL MAINTAINED, TRIMMED  
SPRINKLERS ARE fixed IF BROKEN

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
A MORE BEAUTIFUL + FRIENDLY CITY  
TO FOLLOW UP ON ISSUES + TAKE TO CONCLUSION

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

April 19, 2025  
DATE

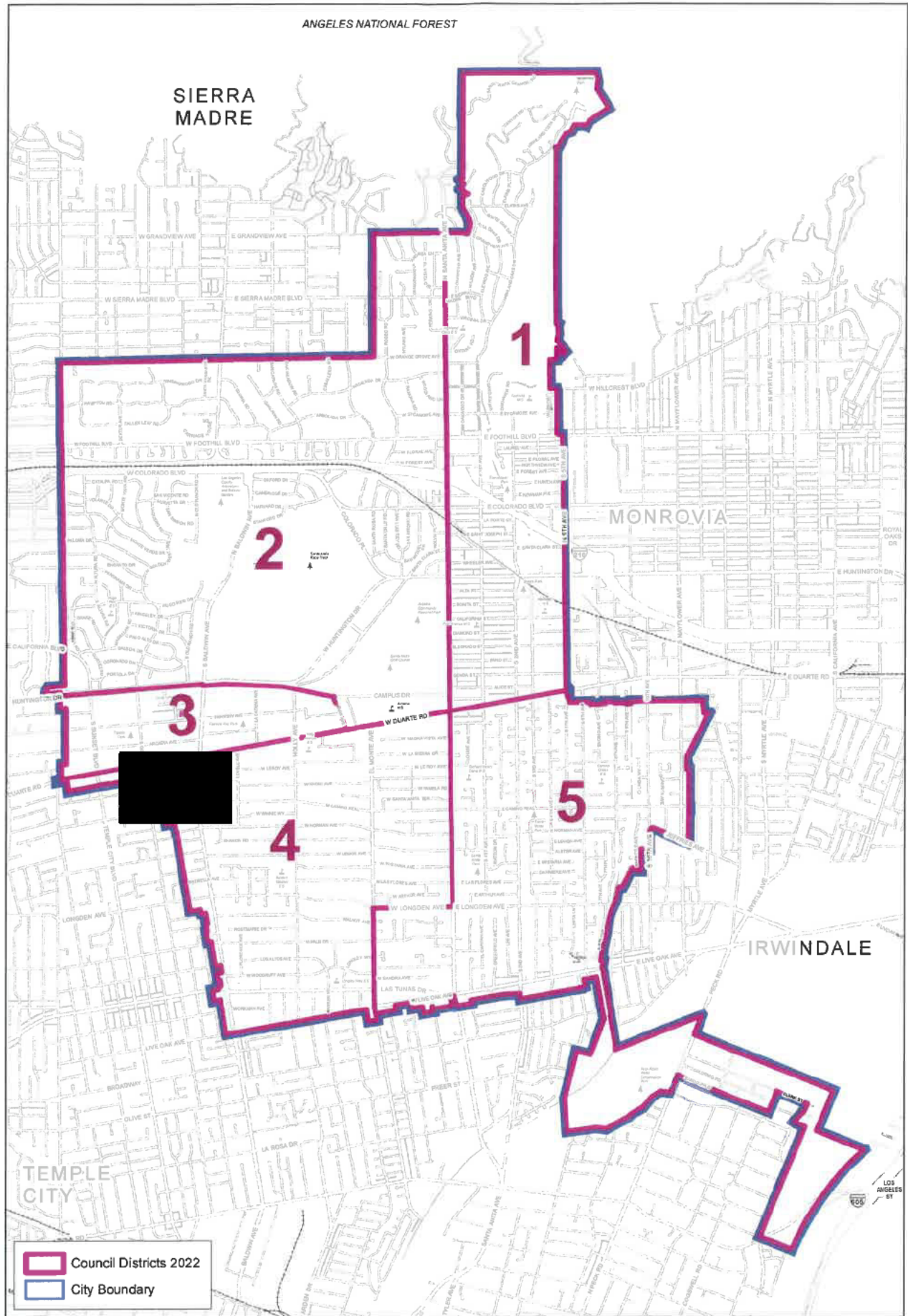
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Questions? Please contact us at (626) 574-5455



**Council District**  
 City of Arcadia, California



APR 24 2025

# Citizen Service Resume

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees
- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

\*\*\*\*\*

NAME Alexander Arasawa DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006

(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Applications Support Analyst

EMPLOYER Behavioral Health Services, Inc. ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 24 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses of certificates)

I hold a Bachelor of Science in Computer Science and Engineering from the University of California, Davis. My coursework included data structures, algorithm design, web development, databases, and computer networks. I like learning, in my free time I study, read and/or take online courses.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I contribute to the OpenLibrary project under the Internet Archive, due to my interest in learning the biggest barrier to learning is where to source to source the book and the cost of it. I supported OpenLibrary due to its initiative for the free flow of information and mission for providing an online public commons for books. I would like to support the Public Library in its mission and continue to provide for the community in one way or another. Other community involvement is volunteering for Arcadia Festival of Bands during setup and tear down; I was in marching band for 4 years in high school.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

My background is in IT, web development, and application support. I work to build systems for healthcare and clinical service workers, audit websites/applications for security and accessibility, and refine user interfaces to improve user experience. I have volunteered at many different organizations such as the Midnight Mission, Santa Teresita, Koyasan Buddhist Temple, and Holy Angels Church. I also grew up going to the Arcadia Public Library every Sunday with my family — its a place that shaped me. I want to support the library as it evolves in the digital age. Moreso, I would like to give back to the community in any way I can.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I believe the goal of any city commission is to serve the community by offering guidance, insight, and support that help shape the city's future. I am especially drawn to the Library Board and Planning Commissions -- the Library Board plays a vital role in education, access to information, and community connection, while the Planning Commission helps guide thoughtful growth and infrastructure. I am also open to serving wherever my background in technology, accessibility, and public service can be most useful. I am committed to contributing in any role.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

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YES  NO

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ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_

4/9/2025

DATE

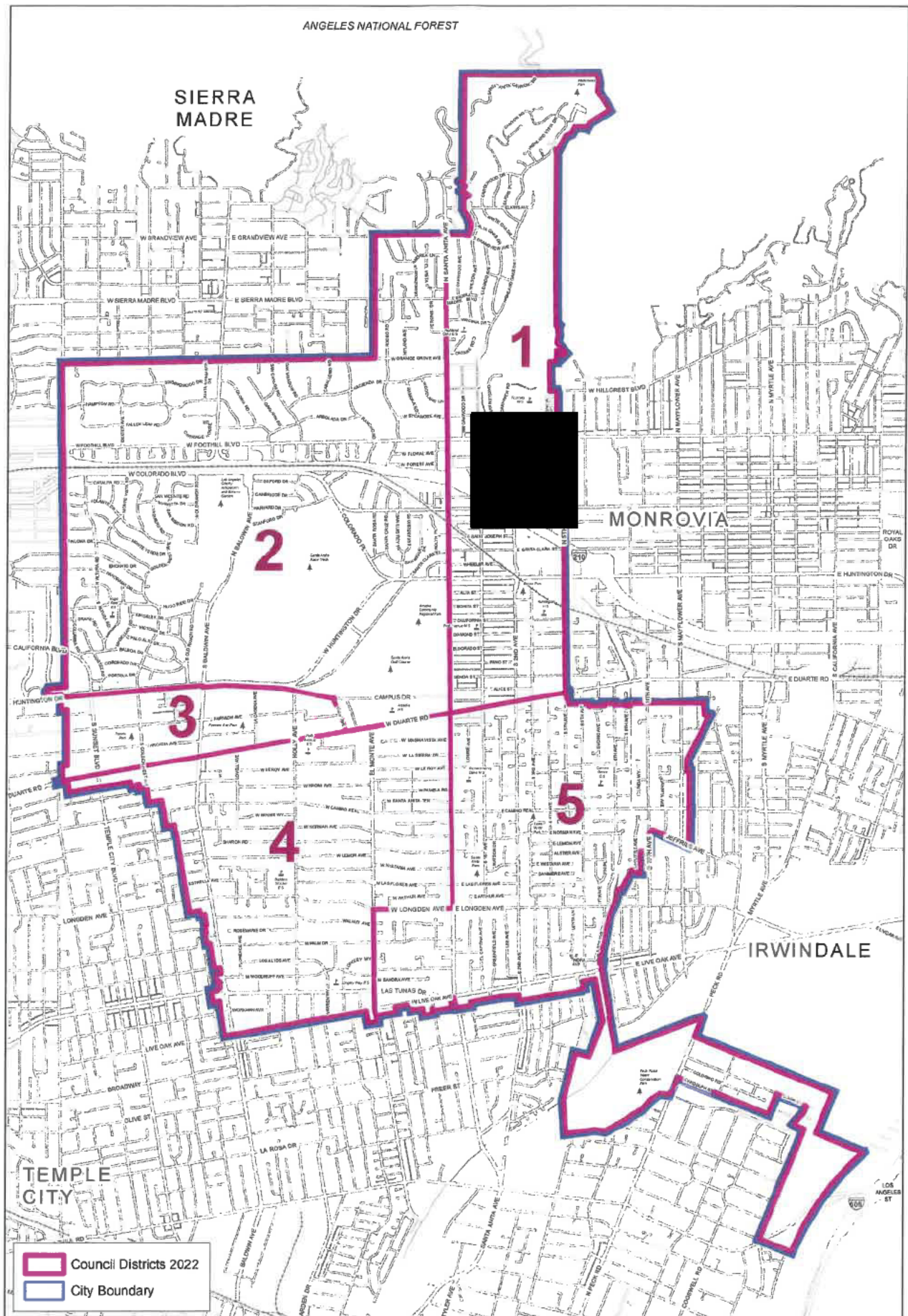
NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.



PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

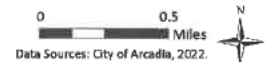
Questions? Please contact us at (626) 574-5455



 Council Districts 2022  
 City Boundary



**Council District**  
City of Arcadia, California



# Citizen Service Resume

RECEIVED



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

CITY OF ARCADIA  
CITY CLERK

MAY 21 2025

\*\*\*\*\*

NAME Angela Lai DATE OF BIRTH [REDACTED]

FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007

(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION community leader and retiree

EMPLOYER N/A ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) almost 25 years

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
 -B.S. from Chinese Culture University, Taipei, Taiwan

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

- Senior Adviser of the Overseas Community Affairs Council for the Republic of China, Taiwan, 2025-2027
- American Chinese Dance Association, President 1996, 2017, 2023-2025
- Chinese Culture University Alumni Association of Southern California, President, 2025-2027
- Chinese American Citizens Alliance Greater San Gabriel Chapter, Director

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Bringing over 50 years of experience in performing and teaching dance, as well as organizing dance performances and arts programming throughout Southern California and Taiwan in schools, performing arts centers, community events, parades, and concerts. My students have performed over 500 times in US, Europe, and Asia. I taught dance at Chinese Culture University for 16 years. I also taught dance at East Los Angeles College and UCLA. I represented Taiwan at the 1968 Olympics in Mexico and the 1970 World's Fair in Japan.

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

I believe I can be a valuable Senior Citizen Commissioner by bringing my background in performing arts and cultural programming to develop engaging new initiatives and events at the Senior Center that promote health, movement, and community engagement. With decades of experience coordinating community-based performances and educational programs, I am passionate about creating meaningful opportunities that promote connection, wellness, and joy for our senior community

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

\*ARCADIA BEAUTIFUL APPLICANTS ONLY

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

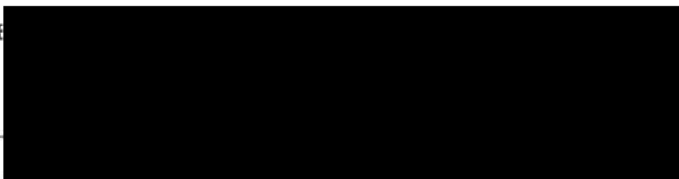
YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



May 19, 2025

DATE

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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

## Angela Lai



Ms. Lai's achievements in Chinese Classical Dance started almost fifty years ago. She started her teaching career at the Chinese Culture University for sixteen years and continued to teach at many places including the East Los Angeles College for four years. Ms. Lai represented Taiwan in 1968 at the opening ceremony of the Olympic Game in Mexico. Other international events included cultural exchange programs in the U.S. and Canada. She also led the students performed at the 1970 World Expo in Japan.

Not only is Ms. Lai remarkable in dance education and community involvement, she is also an outstanding businesswoman. In 1980, Ms. Lai was awarded the "Model of Entrepreneurs" by the National Association of Young Entrepreneurs, R.O.C. Taiwan. The former President Chiang Chin-Kao of Taiwan presented the award to Ms. Lai. This was the most honorable award and was only given to top businesses in Taiwan. Others who presented her with this award were former Minister Sun Yuan-Shan and former President Lee Teng-Hui.

When Ms. Lai came to U.S. in 1985, she founded a dance school, Elegant Arts Institute. Her goals were to promote a greater understanding and appreciation for the beauty of Chinese culture through dance. In addition, Ms. Lai also taught dance at various educational institutions including: University of California at Los Angeles, University of Southern California, University of California at Irvine, and East Los Angeles College.

She also taught at many Chinese schools including: Irvine Chinese School, Cerritos Chinese School, Catholic Ming-Yuan Institute, Arcadia Chinese School, Living Fountain School of Art, Buddha's Light His-Lai School and Phoenix Chinese School.

Over the years, her students performed in Disneyland, Orange County Performing Arts Center, Hollywood Bowl, MGM Grand in Las Vegas, Tournament of Roses Parade in Pasadena, Knott's Berry Farm, Kodak Theatre, Dorothy Chandler Pavilion at The Music Center, and Olympic Relay. Her students were invited multiple times by the Taipei Economic and Cultural Office to perform at the Double Ten "National Day" celebration.

Ms. Lai has been invited as a judge and an advisor in many competitions including American Chinese Dance Association's Dance Competition, Performing Arts Foundation for Asian American Scholarship Award Competition, and Miss Los Angeles Chinatown Pageant, and Miss Taiwanese American Pageant. She also serves on the board of Chinese American Citizens Alliance in Southern California.

Ms. Lai has received thousands of honors and recognition for her outstanding achievements and community volunteerism. She was awarded as an "Outstanding Alumni of the Year" by the Chinese Culture University in 1982. In 1994, Ms. Lai was awarded by the Ministry of Education and the Chinese Dance Association of Taiwan for "Overseas Golden Phoenix Award". In 1995, Ms. Lai was designated as an "honorary instructor" by the Overseas Chinese Affairs Commission Republic of China to Phoenix, Arizona. In 1996, she was elected as the President of American Chinese Dance Association and has served as the Counsel ever since.

Combining her passion for creativity and her business expertise, Ms. Lai founded “AC Star Jewelry” in 1998, a boutique jewelry shop located inside the Focus Department Store in San Gabriel. Ms. Lai specializes in diamond, jadeite, gemstones, ruby, sapphire, emerald and pearl. She custom designs her jewelry with her keen originality and boundless imagination. Her unique jewelry pieces have been acquired by many private collectors.

- 1968 - Represented Republic of Taiwan to perform at Opening Ceremony of 1968 Olympic Game in Mexico; received praises from President Chiang
- 1968 - Represented Republic of Taiwan to perform in cultural exchange programs in US and Canada
- 1969 to 1973 - Lecturer, Dancing and Music Special Course, Chinese Culture University, Taiwan
- 1970 - Performed at 1970 World Expo in Osaka, Japan; received positive remarks from Premier Yen of Taiwan
- 1973 to 1978 - Lecturer, Dancing and Music Special Course, Chinese Culture University, Taiwan
- 1978 to 1982 - Lecturer, Dancing Section, Physical Education Department, Chinese Culture University, Taiwan
- 1980 - Awarded "Model of Entrepreneurs", prestigious award given to top businesses in Taiwan. Presented by President Chiang, former Minister Sun, and President Lee of Taiwan
- 1982 - Lecturer, Dancing Section, Physical Education Department, Chinese Culture University, Taiwan
- 1982 to 1985 - Instructor, Department of Dancing, College of Arts, Chinese Culture University, Taiwan
- 1982 - Certified as Qualified Instructor by Ministry of Education, Republic of China, Taiwan
- 1982 - Awarded "Outstanding Alumni of the Year", Chinese Culture University, Taiwan
- 1985 - Dance Professor at Chinese Culture University, Taiwan
- 1986 - Founded Elegant Arts Institute, Cerritos, CA
- 1988 - Director, Secretary, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1989 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition

- 1990 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1990 - Received Certificate of Recognition and award plaques from March Fong Eu, Secretary of State of CA, Judy Chu, Mayor of Monterey Park, Mayor of Bellflower and Mayor of Cerritos
- 1991 - Director Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1992 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1993 - Choreographer for China Airlines float for Tournament of Roses Parade
- 1993 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1994 – Choreographer, China Airlines float for Tournament of Roses Parade, won “Judge’s Special” award
- 1994 - Awarded Distinguished Honors, "Golden Phoenix Award", by Ministry of Education and the Chinese Dance Association of Taiwan
- 1994 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1995 - Elected as Board of Director for Pan Pacific Performing Arts, Inc. Received Letter of Congratulations from Ms. Hu, Mayor of Cerritos and Mr. Chang, Arcadia Councilman
- 1995 - Designated as “Honorary Instructor” by Overseas Chinese Affairs Commission Republic of China, for instruction of Chinese folk dance and promotion of Chinese cultural activities in Phoenix, Arizona
- 1995 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1995 - Board Member, Pan Pacific Performing Arts Inc.
- 1996 - Choreographer, China Airlines float for Tournament of Roses Parade
- 1996 - Elected as President of American Chinese Dance Association. Received Special Recognition from the White House and President Clinton, Letter of Congratulations from Mr. Chang, Chairman of Chinese Overseas Affairs Commission of Republic of China, Mr. Ouyang, Director General of Taipei Economic and Cultural Office, Mr. Wilson, former Governor of California, Ronald Lew, U.S. District Judge, and more

- 1996 - Board Member, Pan Pacific Performing Arts Inc.
- 1996 - Choreographer, Olympic Torch Relay. Invited by Los Angeles - Taipei Sister City Committee
- 1997 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1997 - Board Member, Pan Pacific Performing Arts Inc.
- 1998 to present - Founded "AC Star Jewelry", San Gabriel, CA. Business which sells diamonds, jadeite, gemstones and pearls
- 1998 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1998 - Board Member, Pan Pacific Performing Arts Inc.
- 1999 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 1999 - Board Member, Pan Pacific Performing Arts Inc.
- 2000 - Choreographer, Miss Taiwanese American Pageant
- 2000 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2000 - Board Member, Pan Pacific Performing Arts Inc.
- 2000 - Dance instructor, East Los Angeles Collage, Los Angeles, CA
- 2001 - Dance instructor, East Los Angeles Collage, Los Angeles, CA
- 2001 - Judge, Autumn Moon Children Singing Contest. Sponsored by American Red Cross Society and World Journal newspaper
- 2001 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2002 - Choreographer for musical theater show "American Dream", sponsored by Communication USA Group
- 2002 - Dance instructor, East Los Angeles Collage, Los Angeles, CA
- 2002 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition

- 2003 to present - Vice Chair of Performing Arts Foundation for Asian American dance scholarship, competitions and accreditation
- 2003 - Dance instructor, East Los Angeles Collage, Los Angeles, CA
- 2003 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2004 - Board Member, Chinese American Citizens Alliance
- 2004 - Dance instructor, East Los Angeles Collage, Los Angeles, CA
- 2004 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2004 - Selected by Los Angeles County Arts Commission to perform for “Holiday Celebration” at Dorothy Chandler Pavilion at The Music Center, Los Angeles. Christmas performance was broadcasted live by KCET Television
- 2005 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2006 - House Manager, Public Relation, Review Board of American Chinese Dance Association
- 2007 - House Manager, Public Relation, Review Board of American Chinese Dance Association
- 2007 - Choreographer, Miss Los Angeles Chinatown Pageant. Invited by Chinese Chamber of Commerce of Los Angeles
- 2008 - House Manager, Public Relation, Review Board of American Chinese Dance Association
- 2009 - Public Relation, Review Board of American Chinese Dance Association
- 2010 - House Manager, Public Relation of American Chinese Dance Association
- 2011- House Manager, Public Relation, Review Board of American Chinese Dance Association
- 2012 - House Manager of American Chinese Dance Association
- 2012 - Vice Chair, Performing Arts Foundation For Asian American dance scholarship, competition and accreditation
- 2013 - House Manager, Public Relation, Review Board of American Chinese Dance Association

- 2013 - House Manager, Melody Yao's Graduation Performance, A Journey to Dreams
- 2013 - Stage Manager, Walnut Folkdance Club, 10<sup>th</sup> Anniversary performance
- 2014 - House Manager, Review Board of American Chinese Dance Association
- 2014 - Member of Global Federation of Chinese Business Women, Southern California Chapter
- 2014 - Vice Chair, Performing Arts Foundation For Asian American-dance scholarship, competition and accreditation
- 2014 – Event Organizer, Taiwanese National Day celebratory dance performance
- 2015 - Event Chair, Global Federation of Chinese Business Women, Southern California Chapter
- 2015 - Keynote speaker, Collector's favorites -Diamond and Jadeite. Organized by the Global Federation of Chinese Business Women, Southern California Chapter
- 2015 - Judge and House Manager, Chinese Dance Festival, American Chinese Dance Association
- 2015 - Committee Volunteer, World Special Olympics in Los Angeles
- 2015 - Member, Global Federation of Chinese Business Women
- 2016 - Choreographer, China Airlines float for Tournament of Roses Parade, won “International Trophy” award
- 2016 - Director, Public Relations, Counsel for American Chinese Dance Association. Judge and House Manager for Chinese Dance Festival. Judge for Chinese Dance Competition
- 2016 - Judge, Miss Taiwanese American Pageant
- 2017 - Choreographer, China Airlines float for Tournament of Roses Parade, won “International Trophy” award
- 2017 - President, American Chinese Dance Association (30<sup>th</sup> anniversary). Received Special Awards from Deputy Director-General Mr. Ming-Shy Chen of Taipei Economic and Cultural Office in Los Angeles; Congresswoman Judy Chu; Mayor of Monterey Park City, Peter Chan; Mayor Pro Tem of Walnut City, Mary Su, and more
- 2017 – Event Organizer and President, Children & Youth Chinese Dance Festival, American Chinese Dance Association
- 2017 - Event Organizer and President, 30<sup>th</sup> Chinese Dance Festival, with over 300 performers. Received Special Recognition from President of Republic of China (Taiwan) Ms.

Tsai Ing Wen; Minister Mr. Hsin-Hsing Wu; Taipei Economic and Cultural Office in Los Angeles Director-General Steve Hsia; Culture Center of Taipei Economic and Cultural Office in Los Angeles Director Tony Ong; Culture Center of Taipei Economic and Cultural Office in Orange County Director Linda Yang; United States Congressman Ed Royce, United States Congresswoman Judy Chu; California State Treasurer John Chiang; San Gabriel City Council Chin Ho Liao; City of Monterey Park Mayor Mitchell Ing, Vice Mayor Teresa Real Sebastian; Council Member Stephen Lam; Council Member Hans Liang; Council Member Peter Chan; City of Cerritos Councilmember Carol K. Chen, City of Walnut Mayor Pro Tem Mary Su

- 2017 – Flag Ceremony presented by Culture Center of Taipei Economic and Cultural Office in Los Angeles, commemorating ambassador trip to Austria and promotion of Chinese culture
- 2017 - Goodwill visit and performance of Taiwanese Aboriginal Dance at Palace of Vienna, Austria and Hungary, Czech Republic
- 2018- Choreographer, China Airlines float for Tournament of Roses Parade, won “International Trophy” award
- 2018- House Manager, Public Relation, Review Board of American Chinese Dance Association
- 2018-The Judge member of the dance competition, is chaired by American Chinese Dance Association Organized by the Global Federation of Chinese Business Women, Southern California Chapter
- \* 2018-Won a Special Honor , Adviser, From the Overseas Community Affairs Council Taiwan R.O.C.
- \* 2019- Judge and House Manager, Chinese Dance Festival, American Chinese Dance Association
- \* 2019- Program Production , Art Director, Celebrate the 108<sup>th</sup> Birthday of the Taiwan R.O.C. Organized by the Global Federation of Chinese Business Women, Southern California Chapter
- \* 2020- Program arrangement, The 6<sup>th</sup> Golden Crown Award , Organized by the Global Federation of Chinese Business Women, Southern California Chapter
- \* 2020-Won a Special Honor, Adviser, From the Overseas Community Affairs Council Taiwan R.O.C.
- \* 2021 – Secretary General of the Global Federation of Chinese Business Women, Southern California Chapter.

Currently:

- \* Founder of Elegant Arts Institute
- \* 1996 & 2017 President and Consultant of American Chinese Dance Association
- \* Board member of Chinese American Citizens Alliance in Southern California
- \* Founder and CEO, AC Star Jewelry
- \* Vice Chair, Performing Arts Foundation for Asian American-dance scholarship, competition and accreditation
- \* Secretary General, Event Chair of Global Federation of Chinese Business Women, Southern California Chapter
- \* China Airlines as choreographer for The Rose Parade in Pasadena U.S.A.

Angela Lai :





中華民國僑務委員會 僑務諮詢委員  
Senior Adviser of the Overseas Community Affairs  
Council for the Republic of China, Taiwan



南加州中國文化大學校友會 會長  
President of Chinese Culture University  
Alumni Association of Southern California



美國華裔舞蹈協會 會長  
President of American Chinese Dance Association



賴 泱 璇 Angela Lai

Cell:



Email:





### 中華民國僑務委員會 僑務諮詢委員

Senior Adviser of the Overseas Community Affairs Council for the Republic of China, Taiwan



### 美國華裔舞蹈協會 會長 1996年、2017年、2023-2025年

American Chinese Dance Association, President 1996, 2017, 2023-2025



### 南加州中國文化大學校友會 會長

Chinese Culture University Alumni Association of Southern California, President



### 美洲同源會大聖蓋博分會 理事

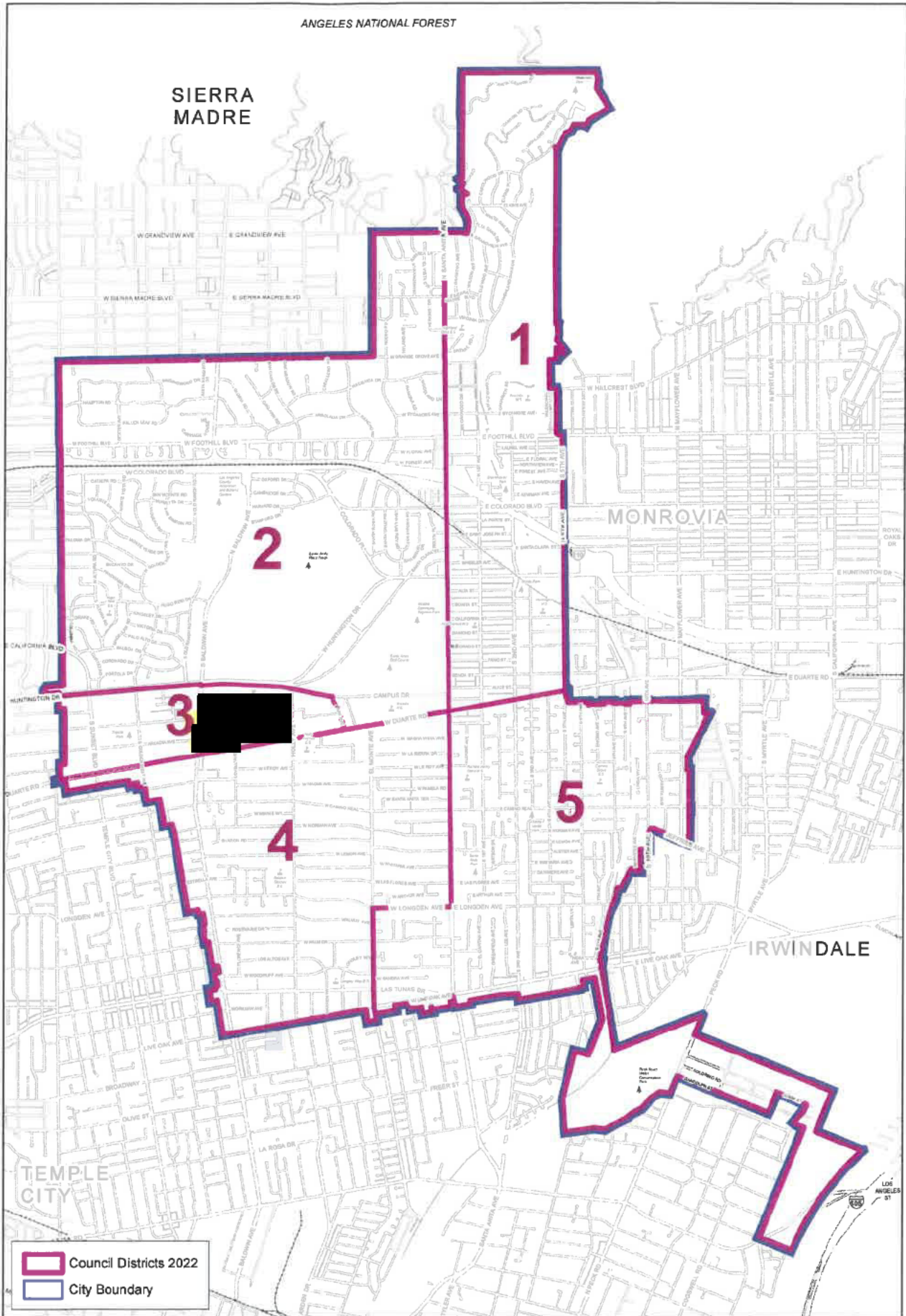
Chinese American Citizens Alliance Greater San Gabriel Chapter, Director



### 世界華人工商婦女企管協會（南加州分會） 秘書長 2021年

Global Federation of Chinese Business Woman  
Southern California Chapter, 2021 Secretary General

SIERRA MADRE



 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California

# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

RECEIVED

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

JUN 4 2025

CITY OF ARCADIA

NAME Michael Cham DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) \_\_\_\_\_

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Planning/Economic Development

EMPLOYER City of Los Angeles - Econ Dev Division ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 14

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

I have a BA in Urban Studies from UCSD and a JD from Loyola Law School. I am a Certified Planner with APA, hold a CA Broker's license, am a Senior Certified Human Resources Professional, and am a licensed attorney in the state of CA.

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

I am active in my neighborhood, an elder at my local church, and hope to further contribute via a committee assignment.

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

I have over 25 years of professional experience as local government staff, collaborating successfully with Boards and Committees, community members and elected officials.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

My overarching goal would be to serve with fairness and integrity—applying policies and community values that promote both the common good and aspirations of individuals/groups.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

June 4, 2025

DATE

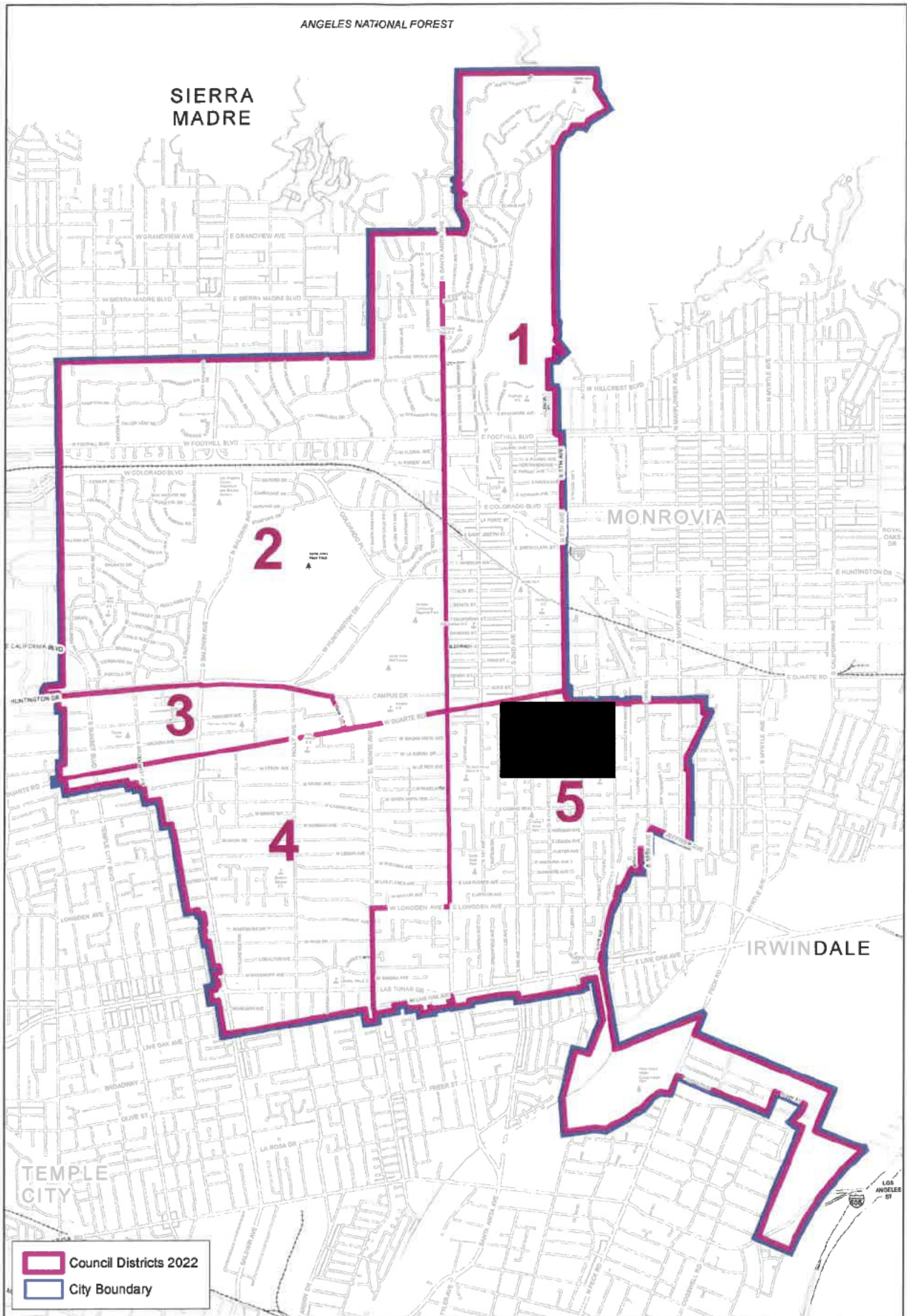
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OR

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**Council District**  
**City of Arcadia, California**



# Citizen Service Resume



RECEIVED

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

JUN 6 2025

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*  
 NAME Stephen Shenmay DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91006  
(Address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Radiologist - retired

EMPLOYER [Signature] ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 33 years ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*  
 PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)  
M.D. of Illinois  
American Board of Radiology  
American Board of Nuclear Medicine

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)  
P2TG  
P2TC Men's Club  
Arcadia Senior Men's Club

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE.  
I have been on Senior Commission  
for several years

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?  
I will work to help the senior  
citizens of Arcadia

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. *ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?*

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

SIGNATURE

5-1-15

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

RECEIVED

JUN 9 2025

CITY OF ARCADIA  
CITY CLERK

June 9, 2025

Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

Dear Honorable Mayor and Council Members:

The Men's Club recommends Steve Sherman for the appointment to the Senior Commission for the term beginning July 1, 2025.

Sincerely,

A solid black rectangular redaction box covering the signature area.

MELVIN DOERNING

# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- |  |  |
|--|--|
| <input type="checkbox"/> Arcadia Beautiful Commission* | <input type="checkbox"/> Planning Commission                   |
| <input type="checkbox"/> Arcadia Museum Commission     | <input type="checkbox"/> Recreation and Parks Commission       |
| <input type="checkbox"/> Human Resources Commission    | <input checked="" type="checkbox"/> Senior Citizens Commission |
| <input type="checkbox"/> Library Board of Trustees     |  |

\*\*\*\*\*

NAME Marilyn Mazone DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007  
(Note: Cannot be a mailing address or PO Box)

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE

PHONE NUMBER [REDACTED] EMAIL ADDRESS, [REDACTED]

OCCUPATION Retired

EMPLOYER N/A ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? 66 ARE YOU A LEADERSHIP ACADEMY GRADUATE?  YES  NO

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

Rosadena High School  
Rosadena City College  
Business Admin/Beautician 1956

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

was a Senior Commissioner for 4 years  
(See additional sheet)

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

(See additional sheet)

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

I would take the important information from the Commission Meeting to see Arcadia Travelers at our General Meetings.

Marilyn Mazone



Arcadia, CA 91007

First, this will be my 2nd time around for being a Senior Commissioner for the Arcadia Travelers.

- > I have lived in Arcadia for 66 years.
- > I was a Legal Secretary for a couple of Law Firms in Pasadena.
- > I was married and raised four children that went all through the Arcadia School District.
- > I was the Room Mother for my children in grammar school many times, Team Mother for many years for my son's baseball and soccer teams. I was a Girl Scout Leader for my girls for six years.
- > Since I retired I have volunteered at the Arcadia Community Center for the Arcadia Travelers for the past 13 years. I work the Travel Desk on Thursdays and I am an Escort on the bus for the day trips. I attend an Arcadia Travelers Board Meeting and General Meeting once a month. I have previously been Senior Commissioner for the Arcadia Travelers for four years.
- > I volunteered for two years at the Breeders' Cup at Santa Anita Race Track. I belong to a Bunco Group for the past 45 years. I go to Gold's Gym for SilverSneakers twice a week. I love to go the movies with friends and out to dinner. I like visiting with my family and I have four grandchildren and now two great-grandchildren.
- > I am looking forward to another term as Senior Commiissioner for the Arcadia Travelers.



ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_

May 12, 2025  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

ARCADIA TRAVELERS



RECEIVED  
CITY OF ARCADIA

MAY 15 2025

CITY MANAGER

[REDACTED]  
arcadiatravelers.org  
365 Campus Drive  
Arcadia, CA 91007

May 15, 2025

City of Arcadia  
Arcadia, California

RE: Appointment of Senior Commissioner

To Whom It May Concern:

As President of the Arcadia Travelers, it is my honor to recommend Arcadia Resident Marilyn Mazone to become a Senior Commissioner.

Marilyn has been an active member of Travelers for the past fourteen years and has completed many volunteer responsibilities: Travel Desk Volunteer every Thursday, Escort for various Day Trips, a Board Member that attends all of our meetings; and a member of the General Meeting Committee for set-up and clean-up.

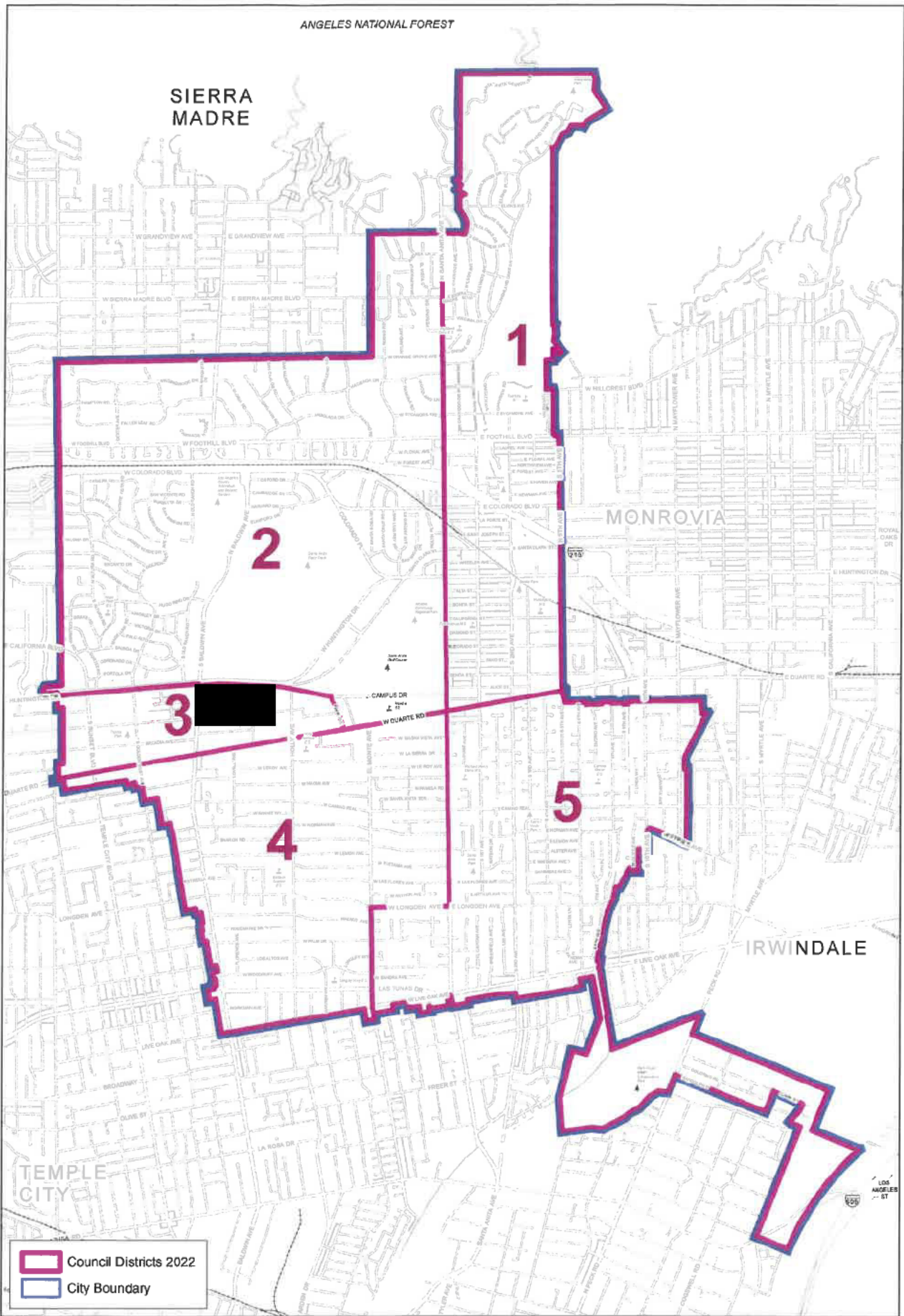
Marilyn is always so willing to take on any job, all while serving with a positive and enthusiastic attitude.

She would be an asset to the Senior Commission, while being a wonderful representative of Arcadia Travelers.

Please contact me if you need further information.

Very truly yours,

[REDACTED]  
Chris Ohrmund, President  
[REDACTED]



**Council District**  
 City of Arcadia, California

# **ARCADIA HEALTH COMMISSION APPLICANTS**

# Citizen Service Resume



CITY OF ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

MAY 20 2025

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*

NAME David Ratto MD DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia Ca 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED]

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A  
Arcadia Ca 91007

PHONE NUMBER [REDACTED] EMAIL ADDRESS \_\_\_\_\_

OCCUPATION Physician

EMPLOYER VSC Arcadia Hospital ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 38 years

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

UCI, College of Medicine MD 1970  
Umv. of Pacific 1976 Chemistry  
LAC-USC General Hospital, Internal Medicine, Pulmonary Critical Care

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

RSAPDA  
AYSO  
20th Century Round table

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Practise 40 years medicine in City @ USC Arcadia Hospital (Methodist)  
Board Certified Internal Medicine, Pulmonary, Critical Care HRBO

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

promote the health & happiness of all citizens of Arcadia.  
We need to live in a city that meets the health care needs  
of our citizens.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE

5/7/2020  
\_\_\_\_\_  
DATE

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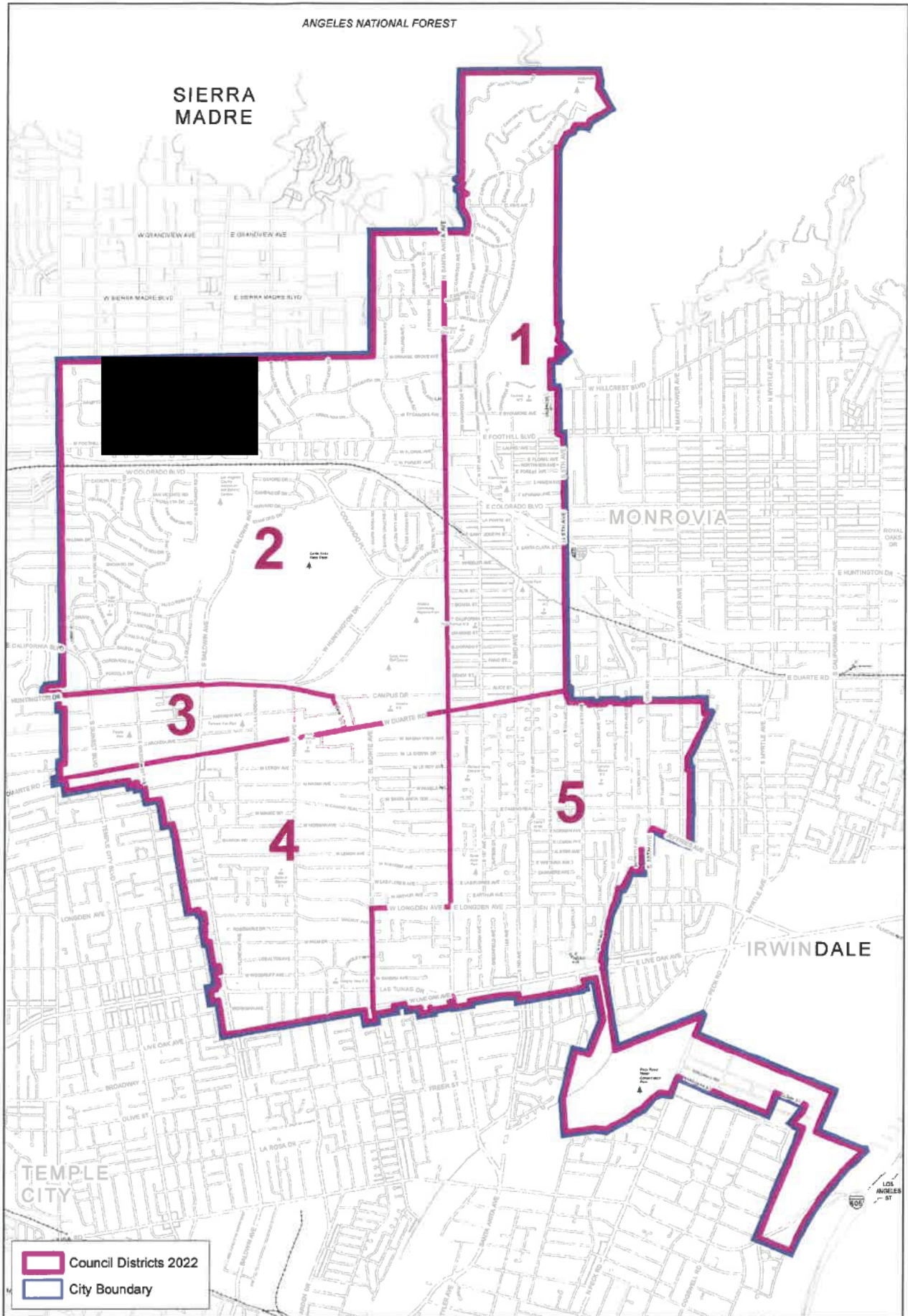
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
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ARCADIA, CA 91007



OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

SIERRA MADRE



 Council Districts 2022  
 City Boundary



**Council District**  
 City of Arcadia, California

# Citizen Service Resume



RECEIVED

MAY 20 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

\*\*\*\*\*

NAME DINO CLANIZIO DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] ARCADA, CA 91006

(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] ARCADA CA  
91007

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION MD

EMPLOYER SELF ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 1958

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)

USC College  
UAB Med School MD

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Street Soccer - LA SAULE HS USC - Mandy Galt  
Elks Club - LA SAULE HS LA SAULE HS  
Street Rods Forum on wheels LA 1100  
out reach

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Service member Ford Army  
- Texas

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Make Health Fair Dissem  
Getten  
Improve Health in  
ARCADA

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

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YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

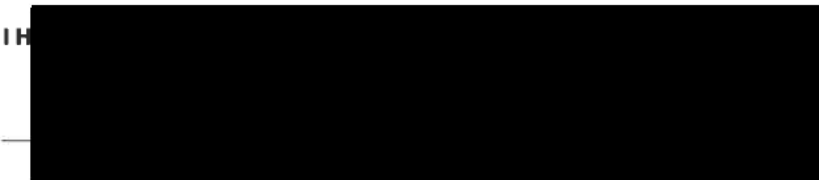
YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



5/7/28

DATE

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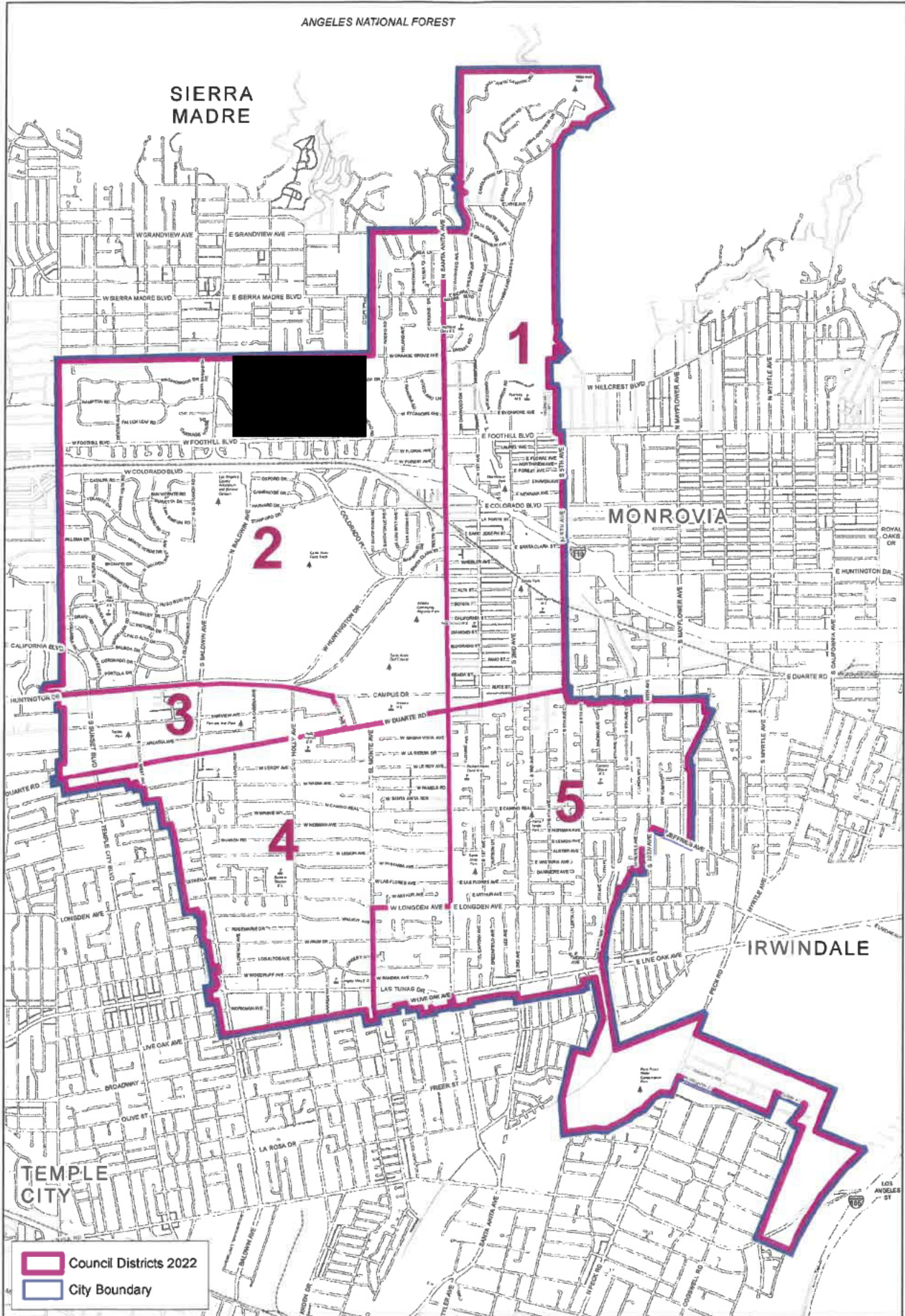
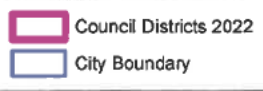
Questions? Please contact us at (626) 574-5455

SIERRA MADRE

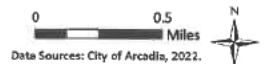
MONROVIA

IRWINDALE

TEMPLE CITY



**Council District**  
 City of Arcadia, California



# Citizen Service Resume



PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

MAY 21 2025  
CITY OF ARCADIA

\*\*\*\*\*

NAME Desiree Molina DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED]

(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] Arcadia, CA 91007

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Certified Nurse Assistant

EMPLOYER USC Arcadia Hospital ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 50 yrs.

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

Mark Keppel High School  
UC Hastings (Formerly known) UC Law San Francisco (Present)

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Just Health 510 (Director) Non-Profit that provides healthcare to the underserved in the community)  
Just 4 Health (Director of restructured Just Health 510)  
Horizons Battered Woman's Shelter (Director and Principal donor of which 100% of my earnings from USC Arcadia are donated)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

In the mid 80s I was the in-house counsel to Molina Healthcare  
Union Steward CHEU  
Instrumental in securing sanctuary safe house status for Horizons Battered Women's Shelter.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

As a long-time Arcadia resident I have had the privilege of witnessing many changes throughout the decades, but one thing remains a constant, the need for updated health information and community services that address the needs of an ever changing community. I feel that given my long and extensive background of community service, I can not only advocate on behalf of my community, but I can provide a valuable resource in the experience I will bring to this most important commission.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
  
SIGNATURE

5/21/25  
\_\_\_\_\_  
DATE

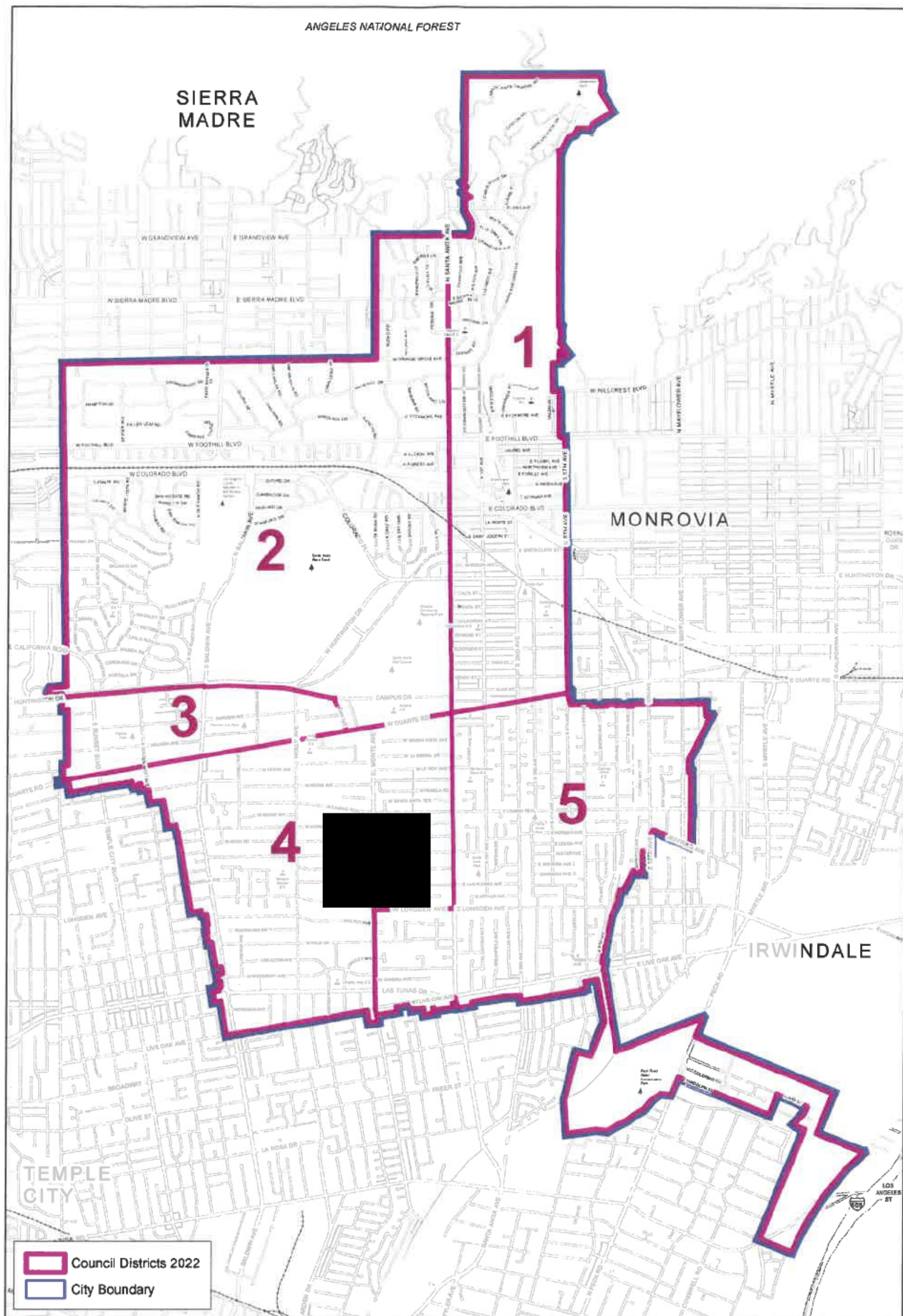
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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**

# Citizen Service Resume



RECEIVED  
ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

MAY 20 2025

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*

NAME Chia-Chieh Hu DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia, CA 91007

(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] Arcadia

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Pediatrician

EMPLOYER Huntington Health ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 23 years

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

MD, Washington University in St. Louis, 1998  
AB, UC Berkeley, 1993  
Licensed with Medical Board of California  
Fellow of the American Academy of Pediatrics. Board Certified - American Board of Pediatrics

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Friends of the Los Angeles River, volunteer  
TreePeople, volunteer  
Parent volunteer for the Arcadia Invitational

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Community pediatrician based in Arcadia and serving patients throughout the San Gabriel Valley since 2001.  
I have volunteered in several health fairs in the past and volunteered with the Los Angeles County Department of Public Health during its COVID vaccine rollout.  
Detailed knowledge of the healthcare and mental health needs of children and adolescents.

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Ensuring the health of the community by making sure emerging health issues or problems are brought to the attention of our city councilmembers.  
Disseminating resources and information to the community to ensure they live healthy productive lifestyles and enable them to seek the appropriate help for their health needs.  
As a pediatrician, making sure the needs of children are heard and represented.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT LIBRARY BOARD OF TRUSTEE MEMBERS AND PLANNING COMMISSIONERS FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

5/13/2025

SIGNATURE

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

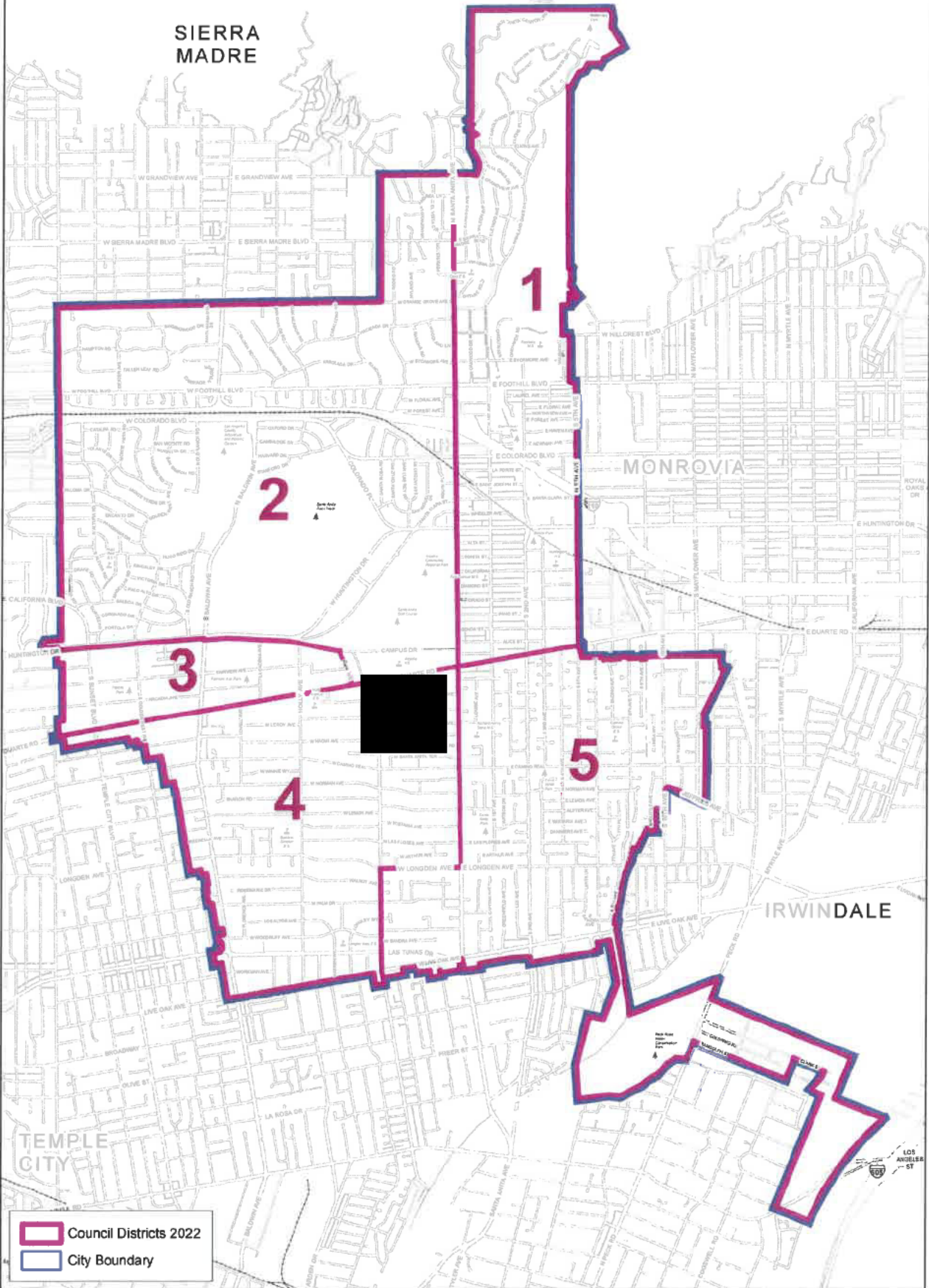
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

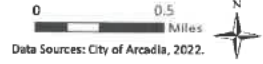
Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

SIERRA MADRE



**Council District**  
 City of Arcadia, California





Huntington  
Health Physicians

Corporate Office

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JUN 5 2025

CITY OF ARCADIA  
CITY CLERK

June 5, 2025

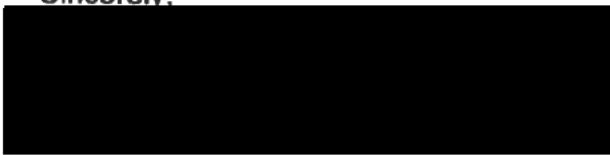
Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

RE: Appointment to the Health Commission

Dear Honorable Mayor and Council Members:

Huntington Health, an affiliate of Cedars Sinai, recommends Chia-Chieh Hu, MD for appointment to the Health Commission for the term beginning July 1, 2025.

Sincerely,



Shital Arya, MD  
Medical Director, HHP & HFMG  
100 W California Blvd.  
Pasadena, CA 91105

# Citizen Service Resume



CITY OF ARCADIA

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

MAY 20 2025

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

\*\*\*\*\*

NAME Mark Feng DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Arcadia CA 91006  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] Baldwin Park CA 91706

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Physician

EMPLOYER Kaiser ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) 24 years

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

### EDUCATION (Include professional or vocational licenses or certificates)

- M.D. University of Michigan
- B.S. " " "
- American Urological Association Board Certification
- Harvard Business School Executive Leadership Program

### COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

- 1) Boys and girls club of Foothills: Tennis program Founder
- 2) Sunshine Tennis Association Board Member and tennis coach
- 3)

### PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

- Kaiser Permanente Regional Physician leader in Surgical services
- Kaiser Baldwin Park Assistant Area Medical Director
- 

### WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

- 1) promote community health
- 2) improve community health educational knowledge
- 3) Link Available health care resources to our community members
- 4) Identify and help address health care gaps/needs.

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


\_\_\_\_\_  
5/8/2025  
DATE

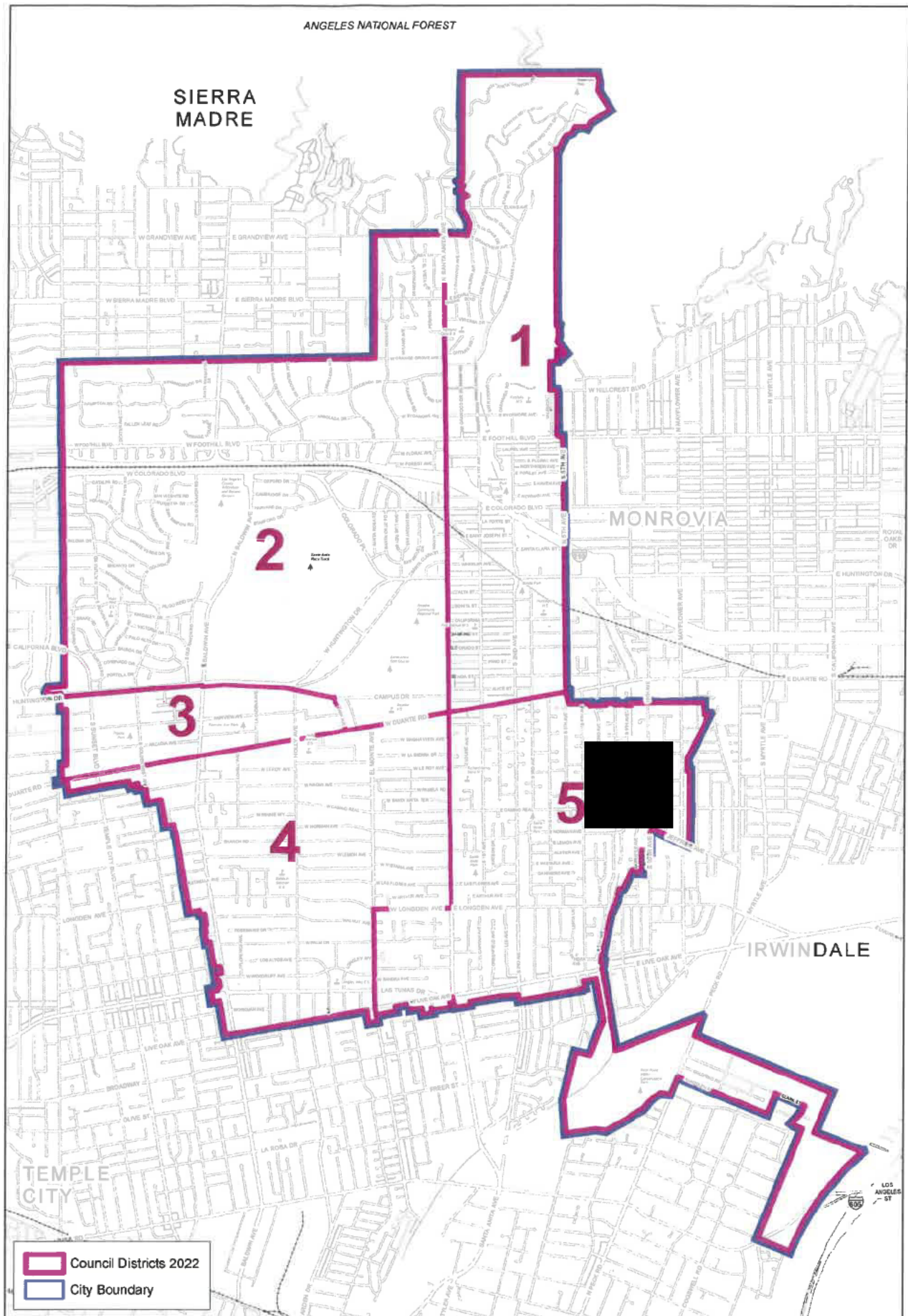
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PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455



**Council District**  
**City of Arcadia, California**



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JUN 4 2025

CITY OF ARCADIA  
CITY CLERK

June 4<sup>th</sup>, 2025

Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

Dear Honorable Mayor and Council Members,

Kaiser Permanente recommends Mark I. Feng, MD, for appointment to the Health Commission for the term beginning July 1<sup>st</sup>, 2025.

Sincerely,



Vu Nguyen, MD  
Area Medical Director & Chief of Staff  
SCPMG Administration  
1011 Baldwin Park Blvd,  
Baldwin Park, CA 91706

# Citizen Service Resume



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PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

MAY 23 2025

CITY OF ARCADIA  
CITY CLERK

\*\*\*\*\*

NAME Angela Thomassian DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Montrose, CA 91020  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] Arcadia, CA 91007

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Clinic Manager

EMPLOYER Keck Medicine of USC ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) N/A

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

EDUCATION (Include professional or vocational licenses or certificates)

Masters in Health Administration

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

Arcadia Health Committee

PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE

Currently clinic manager for Keck Medicine of USC, providing services to the community, involved w/ Arcadia city health committee & past health fair.

WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?

Increase awareness & provide health related information & services to the Arcadia city members & surrounding cities

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

YES  NO

THE ARCADIA BEAUTIFUL COMMISSION USUALLY HAS FOUR REGULAR MEETINGS EACH YEAR WITH ADDITIONAL MEETINGS AND/OR TIME COMMITMENTS SCHEDULED FOR THE PURPOSE OF CONDUCTING JUDGING FOR THE AWARD PROGRAMS, PARTICIPATING IN A 3-4 HOUR HOLIDAY DECORATION AWARD RECOGNITION EVENT, AND PARTICIPATING IN ARBOR DAY PROGRAMS. ADDITIONALLY, PRELIMINARY JUDGING FOR THE SPRING HOME AND HOLIDAY DECORATION AWARDS IS DONE WITH EACH COMMISSIONER TAKING RESPONSIBILITY FOR A SECTION OF THE CITY AND DRIVING THROUGH THE NEIGHBORHOODS TO SELECT THEIR NOMINATIONS FOR FINAL JUDGING BY THE COMMISSION. **ARE YOU ABLE TO FULFILL THIS TIME COMMITMENT?**

YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Redacted Signature]

5/22/25  
DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
240 W. HUNTINGTON DRIVE  
ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

RECEIVED

JUN 5 2025

CITY OF ARCADIA  
CITY CLERK

June 5, 2025

Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

Dear Honorable Mayor and Council Members:

Keck Medicine of USC proudly recommends Angela Thomassian for appointment to the Arcadia Health Commission for the term beginning July 1, 2025.

Angela Thomassian has demonstrated a deep commitment to healthcare leadership, community service, and patient-centered excellence throughout her career. As a respected leader within Keck Medicine of USC, Angela has consistently championed initiatives aimed at improving access, quality, and continuity of care. Her collaborative spirit, operational insight, and compassionate approach have made lasting impacts across multiple clinics and specialties.

Angela's professional integrity, strategic thinking, and passion for public health make her an ideal candidate to help shape the health landscape of Arcadia. We are confident she will be an asset to the Commission and an advocate for the well-being of our community.

Sincerely,



Vanessa Blauer  
Associate Administrator  
Keck Medicine of USC  
1500 San Pablo Street  
Los Angeles, CA 90033



# Citizen Service Resume



JUN 5 2025

CITY OF ARCADIA  
CITY CLERK

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Arcadia Beautiful Commission\*
- Arcadia Museum Commission
- Human Resources Commission
- Library Board of Trustees

- Planning Commission
- Recreation and Parks Commission
- Senior Citizens Commission
- Arcadia Health Commission

\*\*\*\*\*

NAME Clifford Daniels DATE OF BIRTH [REDACTED]  
FIRST LAST

RESIDENTIAL ADDRESS [REDACTED] Etiwanda, CA 91739  
(Note: Cannot be a mailing address or PO Box)

BUSINESS ADDRESS (HEALTH COMMISSION ONLY) [REDACTED] Arcadia, CA 91007

I CERTIFY THAT I AM A RESIDENT OF DISTRICT  ONE  TWO  THREE  FOUR  FIVE  N/A

PHONE NUMBER [REDACTED] EMAIL ADDRESS [REDACTED]

OCCUPATION Chief Strategy & Integration Officer

EMPLOYER USC Arcadia Hospital ARE YOU AN ARCADIA REGISTERED VOTER?  YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT? (IF APPLICABLE) na

\*\*\*\*\*

PLEASE ANSWER THE QUESTIONS BELOW. YOU MAY USE ADDITIONAL SHEETS OF PAPER AS NECESSARY.

**EDUCATION (Include professional or vocational licenses or certificates)**

BA Economics, UCLA

**COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)**

- Board Member, San Gabriel Valley Economic Partnership
- Board member, Board Finance Committee Chair, University of La Verne
- Board Chair, Reach-Out (non-profit community services organization serving the greater Inland Empire)

**PLEASE DESCRIBE ANY BACKGROUND, TRAINING, OR INTERESTS THAT QUALIFY YOU AS AN APPOINTEE**

- 40 years experience in hospital administration, managed care, physician network development, & community outreach

**WHAT DO YOU SEE AS THE OBJECTIVES AND GOALS OF THE COMMISSION FOR WHICH YOU ARE APPLYING?**

ARE YOU AWARE OF THE TIME COMMITMENT NECESSARY TO FULFILL THE OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

YES  NO

**NOTE: FOR LIBRARY BOARD OF TRUSTEE & PLANNING COMMISSION APPLICATIONS ONLY**

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YES  NO

\*\*\*\*\*

**\*ARCADIA BEAUTIFUL APPLICANTS ONLY**

ARE YOU AWARE THAT THE PRIMARY FUNCTION OF THE ARCADIA BEAUTIFUL COMMISSION IS TO ACT AS JUDGES FOR THE COMMISSIONS AWARD PROGRAMS (Spring Home, Holiday Decoration, and Water Smart Hero awards)?

YES  NO

DO YOU HAVE THE ABILITY TO TRAVEL BY CAR DURING THE DAY AND IN THE EVENING FOR THE PURPOSE OF JUDGING?

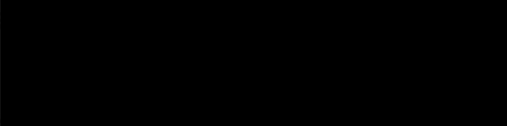
YES  NO

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YES  NO

\*\*\*\*\*

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  


SIGNATURE

06-05-2025

DATE

NOTE: The City of Arcadia reserves the right to use the information provided on this application to verify your residential address and voter registration status. The information provided on this application is for internal use only and confidential information will not be released to the public.

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO: CITY CLERK'S OFFICE  
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ARCADIA, CA 91007

OR

Email us at [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)

Questions? Please contact us at (626) 574-5455

RECEIVED

**USC Arcadia Hospital**  
Keck Medicine of **USC**

JUN 5 2025

CITY OF ARCADIA  
CITY CLERK


June 4, 2025

Arcadia City Council  
240 West Huntington Drive  
Arcadia, CA 91007

Dear Honorable Mayor and Council Members:

USC Arcadia Hospital recommends hospital Senior Vice President and Chief Strategy & Integration Officer Clifford Daniels for appointment to the Health Commission for the term beginning July 1, 2025.

Sincerely,



Ikenna (Ike) Mmeje  
President & CEO  
USC Arcadia Hospital  
300 W. Huntington Drive  
Arcadia, CA 91007



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7641 CONFIRMING THE ENGINEER'S REPORT FOR THE LEVY AND COLLECTION OF THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 AND THE ASSOCIATED ASSESSMENT DIAGRAM; AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2025-26  
**CEQA: Not a Project**  
**Recommendation: Adopt**

## SUMMARY

The Citywide Lighting District No. 1 ("Citywide Lighting District" or "District") was formed in the City of Arcadia pursuant to state law for the purpose of partially funding the ongoing operation, maintenance, and servicing of the City's street lighting system. At the June 3, 2025, City Council Meeting, the City Council adopted Resolution Nos. 7630 through 7632, which initiated the proceedings for the annual levy and collection of assessments, approved the preliminary Engineer's Report, and set the public hearing for the June 17, 2025, City Council Meeting. The purpose of the public hearing is to allow the public an opportunity to provide comments regarding the levy and collection of the Citywide Lighting District.

The Citywide Lighting District budget for Fiscal Year 2025-26 includes a 3.73%, or \$53,400 increase. As a result, for Fiscal Year 2025-26, the annual assessment rate for a single-family property owner in Zone 1 will increase from \$23.00 to \$23.69; and from \$39.16 to \$40.33 in Zone 2. Upon conclusion of the public hearing, it is recommended that the City Council adopt Resolution No. 7641 confirming the Engineer's Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2025-26.

## **BACKGROUND**

In the early 1950s, the City's original Street Lighting District was established through the Street Lighting Act of 1919, and was set to expire on June 30, 2010. This expiration would have resulted in a loss of approximately \$420,000 in annual revenue to the City, beginning in Fiscal Year 2010-11. To address this issue, in 2009, the City Council directed the formation of a Citywide Lighting District via the Landscaping and Lighting Act of 1972. Under this Act, assessments are based on the special benefit that street lighting provides to properties within the Citywide Lighting District area. Proposition 218 noticing and balloting requirements were met, and on August 3, 2010, the City Council adopted the Engineer's Report for the formation of the Citywide Lighting District and approved the levy and collection of assessments, beginning in Fiscal Year 2010-11.

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

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

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

Moreover, as part of the District formation, an assessment range formula was also developed to provide reasonable increases and inflationary adjustments that are associated with providing improvements for the Citywide Lighting District. The maximum rates for the Citywide Lighting District are adjusted annually and are calculated independently of the Citywide Lighting District's annual budget. Although the City may increase the annual assessment rates to the maximums allowed, the proposed property owners' assessment rate will not increase to the maximum assessment rate allowed. In fact, the City has consistently kept the assessment rates lower than the allowed

inflationary assessment rates, resulting in substantial savings to property owners over the years, when compared to the maximum assessment rates allowed.

**DISCUSSION**

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

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

	<b>FY 24-25 Assessment Rate</b>	<b>FY 25-26 Assessment Rate</b>	<b>Maximum Allowed Assessment Rate</b>
<b>Lighting District Total Budget</b>	\$1,432,000	\$1,485,400	\$1,485,400
<b>Zone 1 (Arterial Lights)</b> Sparse Lighting	\$23.00 (\$4.60)	<b>\$23.69</b> (\$4.74)	\$26.06
<b>Zone 2 (Local Lights)</b> Sparse Lighting	\$39.16 (\$7.83)	<b>\$40.33</b> (\$8.07)	\$44.31

Pursuant to the Landscaping and Lighting Act of 1972, notice for the date of the public hearing was published on June 5, 2025. At the time of publication of this staff report, the City has not received any opposition to the proposed assessment rates for Fiscal Year 2025-26. The new assessment rates can only be adopted after the conclusion of the public hearing.

**ENVIRONMENTAL ANALYSIS**

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

**FISCAL IMPACT**

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

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7641 confirming the Engineer’s Report for the levy and collection of the Arcadia Citywide Lighting District No. 1 and the associated Assessment Diagram; and ordering the levy and collection of assessments for Fiscal Year 2025-26.

Approved:

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

Attachment: Resolution No. 7641

RESOLUTION NO. 7641

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, CONFIRMING THE ENGINEER'S REPORT FOR THE LEVY AND COLLECTION OF THE ARCADIA CITYWIDE LIGHTING DISTRICT NO. 1 AND THE ASSOCIATED ASSESSMENT DIAGRAM; AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2025-26

WHEREAS, the City Council of the City of Arcadia (the "City") pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2, Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereafter referred to as the "Act"), did by previous resolutions, initiate proceedings for levy and collection of assessments within the Arcadia Citywide Lighting District No. 1 (hereafter referred to as the "District"), and declared its intention to conduct a public hearing for the levy and collection of assessments within the District for Fiscal Year 2025-26 for the special benefits received by properties therein for the annual operation, maintenance, and servicing of street lighting improvements and appurtenant facilities related thereto in accordance with the provisions of the California Constitution Article XIIIID (the "Constitution"); and

WHEREAS, an Engineer's Report has been prepared, attached hereto as Exhibit "A", filed and presented to the City Council in connection with the proceedings for the levy and collection of assessments within the District for Fiscal Year 2025-26 as required by the Act and the Constitution; and

WHEREAS, the City Council has duly held a public hearing regarding these matters pursuant to the provisions of the Constitution; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2025 and ending

June 30, 2026 (Fiscal Year 2025-26), to pay a portion of the costs and expenses associated with the ongoing operation, maintenance, and servicing of improvements and appurtenant facilities related thereto that have been determined to be of special benefit to the properties within the District as described in the Engineer's Report.

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

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

SECTION 2. Following notice duly given, the City Council has held a full and fair public hearing regarding the District and the levy and collection of assessments, and has considered all public testimony and written statements, protests and communications made or filed by interested persons.

SECTION 3. Based upon its review of the Engineer's Report, which has been filed with the City Clerk, the City Council hereby finds and determines that:

3a) The land within the District receives special benefit from the operation, maintenance and servicing of the street lighting improvements, and appurtenant facilities related thereto, to be provided by the District as described in the Engineer's Report.

3b) The District as defined by the Assessment Diagram contained in the Engineer's Report, includes all of the lands receiving such special benefit.

3c) The net amount to be assessed upon the lands within the District has been apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services to be provided for Fiscal Year 2025-26.

SECTION 4. The City Council hereby orders the proposed improvements to be

made as described within the Engineer's Report. The improvements so described may include, but are not limited to, the materials, equipment, utilities, labor, contract services and incidental expenses necessary for the ongoing maintenance, operation and servicing of local street lighting improvements and appurtenant facilities within the District that provide special benefits to properties therein.

SECTION 5. The maintenance, operation, and servicing of improvements shall be performed pursuant to the Act, and for Fiscal Year 2025-26, the County Auditor of Los Angeles shall enter on the County Assessment Roll opposite each parcel of land the amount of levy established by the Engineer's Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

SECTION 6. The adoption of this Resolution constitutes the levy and collections of assessments within the District for the fiscal year commencing July 1, 2025, and ending June 30, 2026, as described in the Engineer's Report and adopted by the City Council.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution, and the minutes of this meeting shall so reflect the City Council's approval of the assessments for Fiscal Year 2025-26 as contained in the Engineer's Report.

SECTION 8. The City Clerk is hereby authorized and directed to file the levy of assessments for Fiscal Year 2025-26 as approved, with the County Auditor of Los Angeles.

[SIGNATURE ON THE NEXT PAGE]


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

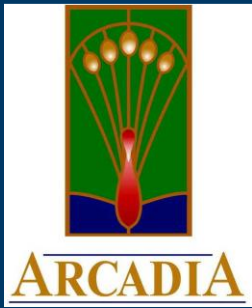
\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

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

APPROVED AS TO FORM:

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



**Exhibit "A"**

# **City of Arcadia**

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

### **2025/2026 ENGINEER'S REPORT**

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

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500|800.755.6864  
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Property Tax Information Line  
T. 866.807.6864

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



**ENGINEER'S REPORT AFFIDAVIT**  
*Establishment of Annual Assessments for the:*  
**Arcadia Citywide Lighting District No. 1**

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

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

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

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



By: \_\_\_\_\_  
Chonney Gano  
Project Manager, District Administration Services

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



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## I. INTRODUCTION

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

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

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

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

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

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

## II. PLANS AND SPECIFICATIONS

---

### A. DESCRIPTION OF THE DISTRICT

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

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

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

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

### B. DESCRIPTION OF IMPROVEMENT AND SERVICES

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

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

The installation or construction of public lighting facilities;

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

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

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

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

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

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

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

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

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

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

### District Facilities and Improvements

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

**Table 1  
City of Arcadia Streetlight Inventory**

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

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

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

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

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

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

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

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

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

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

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

### III. METHOD OF APPORTIONMENT

---

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

#### A. BENEFIT ANALYSIS

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

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

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

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

Article XIID Section 2d defines District as:

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

Article XIID Section 2i defines Special Benefit as:

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

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

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

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

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

### Zones of Benefit

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

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

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

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

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

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

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

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

## B. ASSESSMENT METHODOLOGY

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

Article XIID Section 4a reads in part:

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

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

### Equivalent Benefit Units

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

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

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

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

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

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

Improved nighttime ingress and egress to the property;

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

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

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

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

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

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

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

Improved nighttime ingress and egress to the property;

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

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

Improved nighttime ingress and egress to the property.

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

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

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

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

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

Improved nighttime ingress and egress to the property; and

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

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

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

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

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

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

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

Lots or parcels identified as public streets and other roadways;

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

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

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

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

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

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

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

**Table 2:  
Equivalent Benefit Unit Assignments**

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

### **Benefit Multiplier Factor**

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

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

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

Parcels that are within 200 feet of a streetlight.

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

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

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

***Benefit Multiplier Factor = 0.20***

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

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

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

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

***Benefit Multiplier Factor = 0.00***

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

## **C. ASSESSMENT RANGE FORMULA**

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

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

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

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

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

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

## **IV. DISTRICT BUDGET**

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### **A. BUDGET**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## B. PARCEL ASSESSMENT CALCULATION

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

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

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

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

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

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

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

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

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

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

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

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

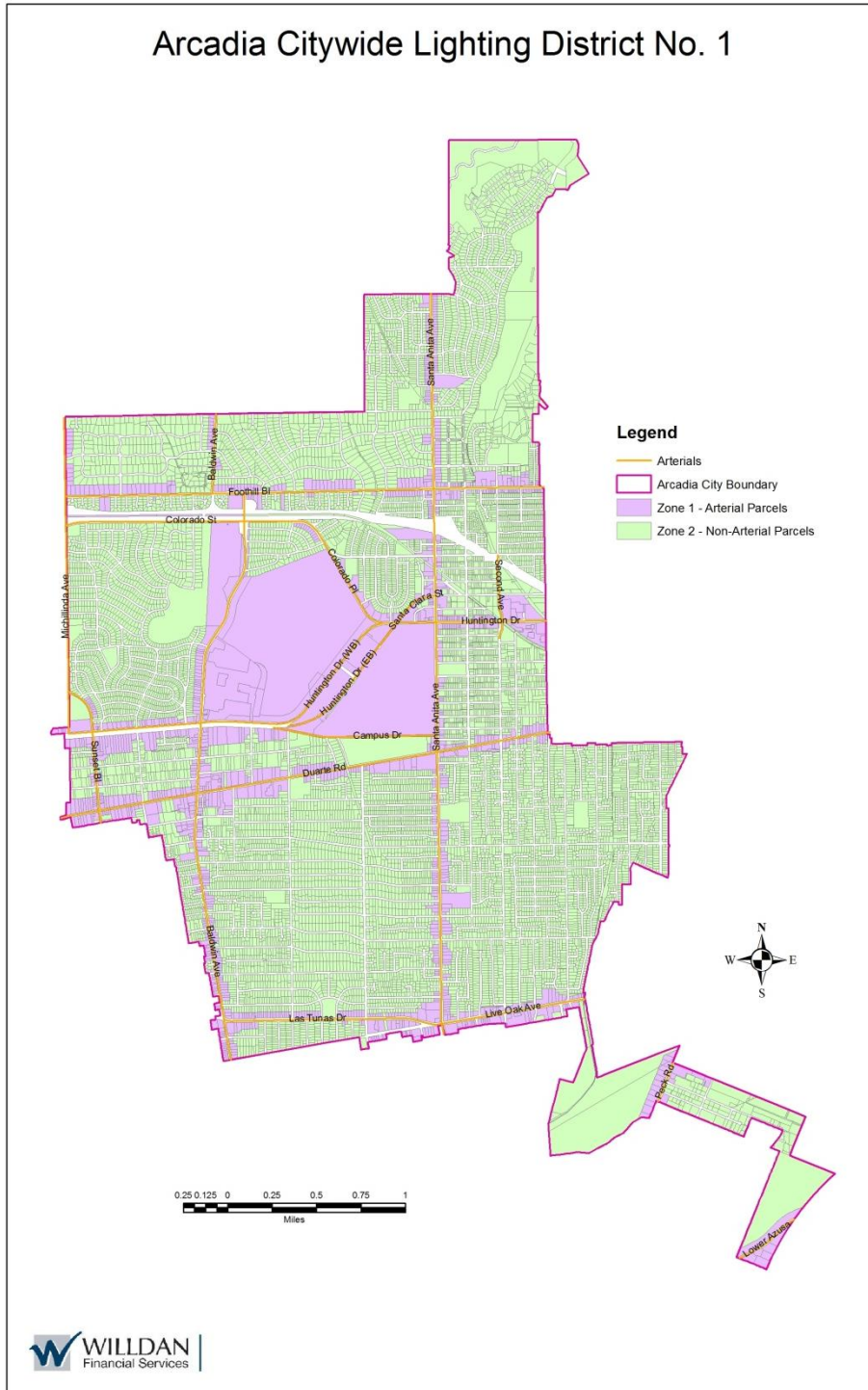
## V. DISTRICT DIAGRAM

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

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

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



## VI. ASSESSMENT ROLL

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

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

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

### District-wide

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

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

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

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

### Zone 1

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

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

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

### Zone 2

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

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

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

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

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, JUNE 3, 2025**

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**CALL TO ORDER** – Mayor Kwan called the Study Session to order at 5:00 p.m.

**ROLL CALL OF CITY COUNCIL MEMBERS**

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

**PUBLIC COMMENTS**

Sonia, an Arcadia resident, appeared and expressed her disappointment with the City Council’s recent dialogue; she encouraged everyone to engage in respectful conduct; and she shared her reasons why Mayor Kwan should be appointed to the proposed LA28 Olympics Ad-Hoc Committee.

**STUDY SESSION**

- a. Report, discussion, and direction regarding an LA28 Olympics Ad-Hoc Committee.

After City Council discussion, a motion was made by Mayor Kwan to establish an LA28 Olympics Ad-Hoc Committee, appointing Council Member Cheng and Mayor Kwan as members of the committee.

The motion failed for lack of a second.

A motion was then made by Council Member Cheng, seconded by Mayor Pro Tem Wang, and carried on a roll call vote to establish an LA28 Olympics Ad-Hoc Committee, appointing Council Member Cao and Council Member Fu as members of the committee.

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

City Manager Lazzaretto stated that the San Gabriel Valley Council of Governments (“SGVCOG”) is forming a 2028 Olympic & Paralympic Games Ad-Hoc Committee and is seeking representatives from its member agencies; he recommended that the City Council identify a Council Member to apply to serve on that committee.

After discussion, a motion was made by Council Member Cheng, seconded by Council Member Fu, and carried on a roll call vote to appoint the current Mayor (Mayor Kwan) to represent Arcadia on the proposed SGVCOG’s 2028 Olympic & Paralympic Games Ad-Hoc Committee, and given that the position of Mayor rotates, the City’s representative on the Committee shall also rotate in accordance with the Mayoral rotation.

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

- b. Report, discussion, and direction regarding commercial signage, code enforcement, and monitoring of large development projects.

Assistant City Manager/Development Services Director Kruckeberg provided an update regarding commercial signage and code enforcement in Arcadia's Baldwin District.

After discussion, a motion was made by Council Member Fu, seconded by Mayor Pro Tem Wang, and carried on a roll call vote to make no changes to the current code structure; to direct staff to continue working cooperatively with business owners on Baldwin Avenue; to support staff in taking necessary enforcement action to achieve compliance; and to provide an update at a future City Council meeting.

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

The Study Session ended at 6:13 p.m.

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

1. **CALL TO ORDER** – Mayor Kwan called the Regular Meeting to order at 7:00 p.m.
2. **INVOCATION** – Terrence Shay, Arcadia Police Department Chaplain
3. **PLEDGE OF ALLEGIANCE** – City Manager Lazzaretto
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

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

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

City Attorney Maurer reported that prior to the Regular Meeting, the City Council met in a Study Session to discuss the two items listed on the posted agenda.

City Attorney Maurer indicated that the first item was to discuss the establishment of an LA28 Olympics Ad-Hoc Committee; he stated that on a 4-1 vote, the City Council established an LA28 Olympics Ad-Hoc Committee, appointing Council Member Cao and Council Member Fu as members of the Committee; he further stated that the San Gabriel Valley Council of Governments is forming a 2028 Olympic & Paralympic Games Ad-Hoc Committee and is seeking representatives from its member agencies, and that the City Council unanimously voted to appoint Mayor Kwan to represent the City on the proposed Committee, and given that the position of Mayor rotates, the City's representative on the SGVCOG Olympic Committee shall also rotate in accordance with the Mayoral rotation.

Regarding the second Study Session item concerning commercial signage, code enforcement, and monitoring of large development projects, City Attorney Maurer further reported that the City Council unanimously agreed that no changes were needed to the current code structure; that City

staff should continue working cooperatively with business owners on Baldwin Avenue and supports staff taking necessary enforcement action to achieve compliance; and that they requested an update at a future City Council meeting.

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

City Manager Lazzaretto had nothing to report.

**7. PRESENTATIONS**

- a. Presentation of an adoptable dog by Kevin McManus of the Pasadena Humane Society.

**8. PUBLIC HEARING**

- a. Annual Military Equipment Report per Assembly Bill No. 481 and renewal of Ordinance No. 2387 Military Equipment Use Policy.  
CEQA: Not a Project  
Recommended Action: Approve

Police Chief Nakamura presented the Staff Report.

Mayor Kwan opened the Public Hearing – no one appeared.

Mayor Kwan closed the Public Hearing.

A motion was made by Council Member Cao, seconded by Mayor Pro Tem Wang, and carried on a roll call vote to approve the Annual Military Equipment Report per Assembly Bill No. 481, and the renewal of Ordinance No. 2387 Military Equipment Use Policy.

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

- b. Resolutions and actions relating to the Fiscal Year 2024-25 Budget close-out; adoption of the Fiscal Year 2025-26 Operating Budget; and the Fiscal Years 2025-26 through 2029-30 Capital Improvement and Equipment Plan.

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

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

Authorize and direct the City Manager to make discretionary transfers not to exceed \$10 million from the Fiscal Year 2024-25 General Fund Operating Budget to the

Capital Improvement, Equipment Replacement, OPEB Trust, and Pension Stabilization Funds.  
CEQA: Not a Project  
Recommended Action: Approve

City Manager Lazzaretto presented the Staff Report.

Mayor Kwan opened the Public Hearing.

Olivia Tan, an Arcadia resident, appeared and expressed her concerns about the proposed Fiscal Year 2025-26 Operating Budget; she encouraged the City Council to implement a drone program and highlighted the potential benefits it could provide to first responders.

Mayor Kwan closed the Public Hearing.

After discussion, a motion was made by Council Member Fu, seconded by Council Member Cao, and carried on a roll call vote to:

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

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

## **9. PUBLIC COMMENTS**

David Liu, an Arcadia resident, appeared and expressed his frustration over a recent incident he experienced within the Arcadia Police Department; he commented on the information provided at the previous City Council meeting concerning departmental vacancies – particularly within the Police Department; and shared his reasons for believing that the information was misleading.

Sonia, an Arcadia resident, appeared and expressed disappointment with the participation from some City Council Members at the May 20, 2025, Budget Study Session; she expressed her hope that no essential services will be compromised in the Fiscal Year 2025-26 Operating Budget; and she addressed remarks made by Council Member Fu during the Council Comments portion of a previous City Council meeting.

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

Mayor Cao provided a report on the various events that he attended or will be attending as a representative of the City; he spoke about the significance of Memorial Day and the symbolic meaning of the 13 folds in the American flag.

Council Member Fu provided a report on the various events that he attended or will be attending as a representative of the City; he noted that the 2023 Leadership Academy was cancelled due to lack of interest, and in light of this, he encouraged residents to reach out to him to discuss ways to improve the City; and he further encouraged Arcadia's adult residents to voice their opinions by participating in City Council meetings.

Council Member Cheng recognized and honored law enforcement officers who lost their lives in the line of duty during the month of May; he also honored fallen Baldwin Park Police Officer Samuel Riveros; he emphasized the City Council's commitment to ensuring a strong future for Arcadia; he expressed his appreciation to staff for their service; and he requested City Council support to place an item on a future agenda to discuss the creation of a committee to explore how other cities honor veterans - Council Member Cao and Mayor Pro Tem Wang concurred.

In response to Council Member Cheng's request, City Manager Lazzaretto stated that, in general, vacancy levels are currently lower than they were two to four years ago, noting that positions are being filled relatively quickly; he also addressed remarks made by Mr. Liu during Public Comment concerning Police Department vacancies; he clarified that the staff report was categorized by bargaining group, and that some vacant positions within the department were management-level police personnel who are not members of the Arcadia Police Officers' Association and were included in a different category in the report; he further stated that every department maintains its own succession plan and that a Citywide succession planning effort is in place for executive-level positions.

Mayor Pro Tem Wang thanked members of the public for attending the City Council meeting; she expressed her condolences to the Baldwin Park Police Department and the family of fallen Baldwin Park Officer Riveros; she provided a report on the various events that she attended or will be attending as a representative of the City; she paid tribute to Arcadia veterans and encouraged everyone to visit the Arcadia Vietnam War Monument; she provided a statement regarding the Fiscal Year 2025-26 Operating Budget; she encouraged those with concerns or questions about the Operating Budget to contact City Hall for more information, noting that the budget is available for public viewing at City Hall; she affirmed that the City Council remains committed to transparency and to address any concerns raised by the public.

Mayor Kwan responded to remarks made earlier by Council Member Fu and Council Member Cheng; she emphasized the importance of fostering civic engagement in all its forms, stating that building a stronger Arcadia begins with showing the younger generation that their voice matters; she expressed her appreciation to staff for publicly addressing her questions and concerns regarding the Operating Budget; and she stated that she welcomes new ideas on reform from both staff and the community.

## **11. CONSENT CALENDAR**

- a. Regular Meeting Minutes of May 20, 2025.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Ordinance No. 2406 amending the Arcadia Municipal Code by adding Part 11 to Chapter 2 of Article II (Administration Code) to formally establish the Senior Citizens Commission.  
CEQA: Not a Project  
Recommended Action: Introduce

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

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

CEQA: Not a Project

Recommended Action: Adopt

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

CEQA: Not a Project

Recommended Action: Adopt

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

CEQA: Not a Project

Recommended Action: Adopt

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

CEQA: Exempt

Recommended Action: Adopt and Approve

- e. Resolution No. 7634 setting service rates for the collection of residential refuse and recyclables pursuant to Section 5120.7 of the Arcadia Municipal Code for Fiscal Year 2025-26.

CEQA: Not a Project

Recommended Action: Adopt

- f. Resolution No. 7635 authorizing designated staff to file with the California Office of Emergency Services requests for financial assistance under the Natural Disaster Assistance Act and similar statutes.

CEQA: Not a Project

Recommended Action: Adopt

- g. Resolution No. 7640 establishing an appropriation limit for Fiscal Year 2025-26 pursuant to Article XIII-B of the California Constitution.

CEQA: Not a Project

Recommended Action: Adopt

- h. Extension to the Professional Services Agreement with Moss, Levy & Hartzheim LLP for financial auditing services in an amount not to exceed \$33,000.  
CEQA: Not a Project  
Recommended Action: Approve
- i. Amendment to the Professional Services Agreement with Executive Information Services, Inc. for PS.NET Public Safety Software System Support Services in the amount of \$48,845.  
CEQA: Not a Project  
Recommended Action: Approve
- j. Agreement with San Gabriel Valley Council of Governments for participation in the Neighborhood Coyote Program from July 1, 2025, through June 30, 2028, in an amount not to exceed \$34,000.  
CEQA: Not a Project  
Recommended Action: Approve
- k. Agreement for Services with the Arcadia Chamber of Commerce for Fiscal Year 2025-26 in the amount of \$101,131.  
CEQA: Not a Project  
Recommended Action: Approve
- l. Purchase of Automated License Plate Reader (“ALPR”) camera subscription from Flock Safety for eight ALPR cameras (“Phase 3”) for Fiscal Year 2024-25, in an amount not to exceed \$32,250.  
CEQA: Not a Project  
Recommended Action: Approve
- m. Purchase Order with TruePoint Solutions for annual hosting and support services for utility billing software for Fiscal Year 2025-26, in the amount of \$57,288.60.  
CEQA: Not a Project  
Recommended Action: Approve
- n. Purchase Order with Clean Energy for the purchase of Compressed Natural Gas (“CNG”) fuel for the City’s fleet, in an amount not to exceed \$150,000.  
CEQA: Not a Project  
Recommended Action: Approve
- o. Extension to the Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City’s municipal water supply in the amount of \$136,434.37.  
CEQA: Not a Project  
Recommended Action: Approve
- p. Change Order to increase the Purchase Order with HCI Systems, Inc. for fire alarm and fire sprinkler testing and repairs, and fire extinguisher recertification, in the amount of \$28,000.  
CEQA: Not a Project  
Recommended Action: Approve

- q. Change Order to the Purchase Order with Mesa Energy Systems, Inc. dba Emcor Services Mesa Energy for the supply of technology, parts, online communications, and support for the City's HVAC automation management system in the amount of \$22,000.

CEQA: Not a Project

Recommended Action: Approve

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

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

NOES: None

ABSENT: None

## 12. CITY MANAGER

- a. Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones ("FHSZ") Map.

CEQA: Exempt

Recommended Action: Introduce

Fire Chief Suen presented the Staff Report.

A motion was made by Council Member Fu, seconded by Mayor Pro Tem Wang, and carried on a roll call vote to introduce Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones ("FHSZ") Map.

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

NOES: None

ABSENT: None

## 13. ADJOURNMENT

The City Council adjourned at 9:50 p.m. to Tuesday, June 17, 2025, at 6:00 p.m., in the City Council Conference Room.



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



# STAFF REPORT

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Fire Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Chen Suen, Fire Chief  
By: Mark Krikorian, Fire Marshal

**SUBJECT:** ORDINANCE NO. 2405 AMENDING ARTICLE III, CHAPTER 1, PART 3 OF THE ARCADIA MUNICIPAL CODE REGARDING FIRE HAZARD SEVERITY ZONES AND ADOPT THE FIRE HAZARD SEVERITY ZONES (“FHSZ”) MAP  
**CEQA: Exempt**  
**Recommendation: Adopt**

## **SUMMARY**

At its regular meeting of June 3, 2025, the City Council introduced Ordinance No. 2405, amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones (“FHSZ”). Refer to Attachment No. 1 for the full text of the Ordinance and Attachment No. 2 for the June 3, 2025, City Council Staff Report. It is recommended that the City Council adopt Ordinance No. 2405, amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones Map.

## **DISCUSSION**

In 2022, Assembly Bill 221 was passed by the California Legislature and modified the method local jurisdictions take to adopt their fire hazard severity zone map. The new bill requires local agencies to adopt Moderate, High, and Very High FHSZ designations, within 120 days of the Office of the State Fire Marshal’s (“OSFM”) recommendations. On March 24, 2025, the City received the state-recommended map (Exhibit “A” – Attachment No. 1), which must be adopted by ordinance within 120 days (by July 22, 2025).

Ordinance No. 2405 ensures Arcadia’s alignment with updated state standards for wildfire preparedness and safety. Adoption of Ordinance No. 2405 will replace the existing Part 3, Chapter 1, Article III of the Arcadia Municipal Code. The existing Fire Zone map adopted in 2008 will be replaced by the proposed FHSZ map, ensuring compliance with Government Code Section 51179.

### **ENVIRONMENTAL ANALYSIS**

This ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15308 (Actions by Regulatory Agencies for Protection of the Environment), since the adoption of the FHSZ Map and accompanying statutory regulations would help reduce the spread of wildfire.

Furthermore, this ordinance is not considered a project under the California Environmental Quality Act pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061, seeing that the adoption of the Fire Hazard Severity Zone Maps will not result in a direct or reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

Adoption of Ordinance No. 2405 has no immediate fiscal impact to the City. Due to the potential financial impacts of the new Zone 0 regulations on property owners, the Fire Department will seek grant opportunities to assist with mitigation measures in reaching compliance in the applicable zone. At this time, the Fire Department does not foresee a need to augment staffing levels to meet additional inspection requirements. Current inspection assignments will be adjusted to allow for focused community risk reduction activities in the FHSZ area.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act (“CEQA”); and adopt Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones (“FHSZ”) Map.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment No. 1: Ordinance No. 2405

Attachment No. 2: June 3, 2025, City Council Staff Report

ORDINANCE NO. 2405

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING ARTICLE III, CHAPTER 1, PART 3 OF THE ARCADIA MUNICIPAL CODE REGARDING FIRE HAZARD SEVERITY ZONES AND ADOPT THE FIRE HAZARD SEVERITY ZONES (“FHSZ”) MAP

WHEREAS, Article III, Chapter 1, Part 3 “Wildland-Urban Interface Area” of the Arcadia Municipal Code was originally adopted in 2008 by Ordinance 2241; and

WHEREAS, since adoption of Article III, Chapter 1, Part 3 state law has modified the method and ability of cities to adopt fire hazard severity zones (“FHSZ”); and

WHEREAS, pursuant to Government Code section 51178, the Office of the State Fire Marshal published a map indicating the Local Responsibility Area Fire Hazard Severity Zones for the City of Arcadia designating various areas as moderate, high and very high FHSZ; and

WHEREAS, the map prepared by the State Fire Marshal did not create FHSZ boundaries based on areas consistent with parcel map boundaries, and was not presented with detail at the parcel level or with sufficient detail to determine precisely which parcels were within the various FHSZ; and

WHEREAS, in order to provide effective fire protection in the City of Arcadia and adequately administer the implementation of the FHSZ presented, the City Council of the City of Arcadia finds that it is necessary to adopt a map indicating FHSZ at the parcel level; and

WHEREAS, presenting the FHSZ map at the parcel level showed some parcels with more than one FHSZ designation; and

WHEREAS, a parcel with more than one FHSZ designation presents challenges for efficient and comprehensive implementation of effective fire protection in the City; and

WHEREAS, changes to the proposed map and amendment of Article III, Chapter 1, Part 3 of the Arcadia Municipal Code are necessary for effective fire protection within the area; and

WHEREAS, any modifications made to the FHSZ determined by the State Fire Marshal are being made in accordance with the California Government Code section 51179, ensuring that FHSZ were not downgraded; and

WHEREAS, on June 3, 2025, the City Council introduced Ordinance No. 2405, and to be presented at the June 17, 2025, City Council Meeting for approval.

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

SECTION 1. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. The City Council finds, based upon the entire record: Pursuant to Government Code section 51179, the City Council hereby adopts the fire hazard severity zones as recommended by the Office of the State Fire Marshal, adopts such map entitled "City of Arcadia Fire Hazard Severity Zones" map attached hereto as Exhibit "A" depicting such fire hazard severity zones with reference to all legal parcels as such exist on this date, and finds that in order to effectively administer fire protection

within the area it is necessary that when a parcel has more than one FHSZ on a single lot the highest FHSZ on that lot shall be administered for the entire lot. The City of Arcadia Fire Hazard Severity Zones map shall be on file in the office of the City Clerk and shall be available upon request. The official map shall also be visible on the City of Arcadia website.

SECTION 3. The City Council hereby amends Article III, Chapter 1, Part 3 of the Arcadia Municipal Code to read as follows:

ARTICLE III. - PUBLIC SAFETY

CHAPTER 1. - FIRE DEPARTMENT

PART 3. - FIRE HAZARD SEVERITY ZONES

3130. – DESIGNATION

The fire hazard severity zones as recommended by the Office of the State Fire Marshal, pursuant to Government Code section 51179, are adopted by the City Council pursuant to Ordinance 2405. Such areas shall be designated City of Arcadia Fire Hazard Severity Zones.

3130.1 – ENFORCEMENT

Designated building and fire officials shall enforce and shall have the authority to enforce the provisions of the Government Code and all other codes and regulations affected by designation of fire hazard severity zones.

SECTION 4. The City Council finds that it can be seen with certainty that adoption of this Ordinance will not have a significant adverse effect on the environment and is therefore exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the CEQA Guidelines. City staff is directed to file a notice of

exemption within five (5) days of the adoption of this Ordinance.

SECTION 5. Transmittal. The Fire Official shall transmit a copy of this Ordinance to the State Board of Forestry and Fire Protection, pursuant to Government Code Section 51179.

SECTION 6. Repeal. All former ordinances or parts conflicting or inconsistent with the provisions of this Ordinance or of the codes adopted by this Ordinance and any other ordinance in conflict herewith are hereby repealed.

SECTION 7. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 8. Incorporation of Recitals. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 9. The City Clerk shall certify to the adoption of the Ordinance and shall cause a copy of same or summary thereof, to be posted per Resolution No. 7483 and within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31<sup>st</sup>) day after its adoption.

[SIGNATURES ON THE NEXT PAGE]

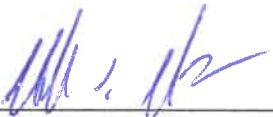
Passed, approved and adopted by the City Council this 17th day of June, 2025.

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

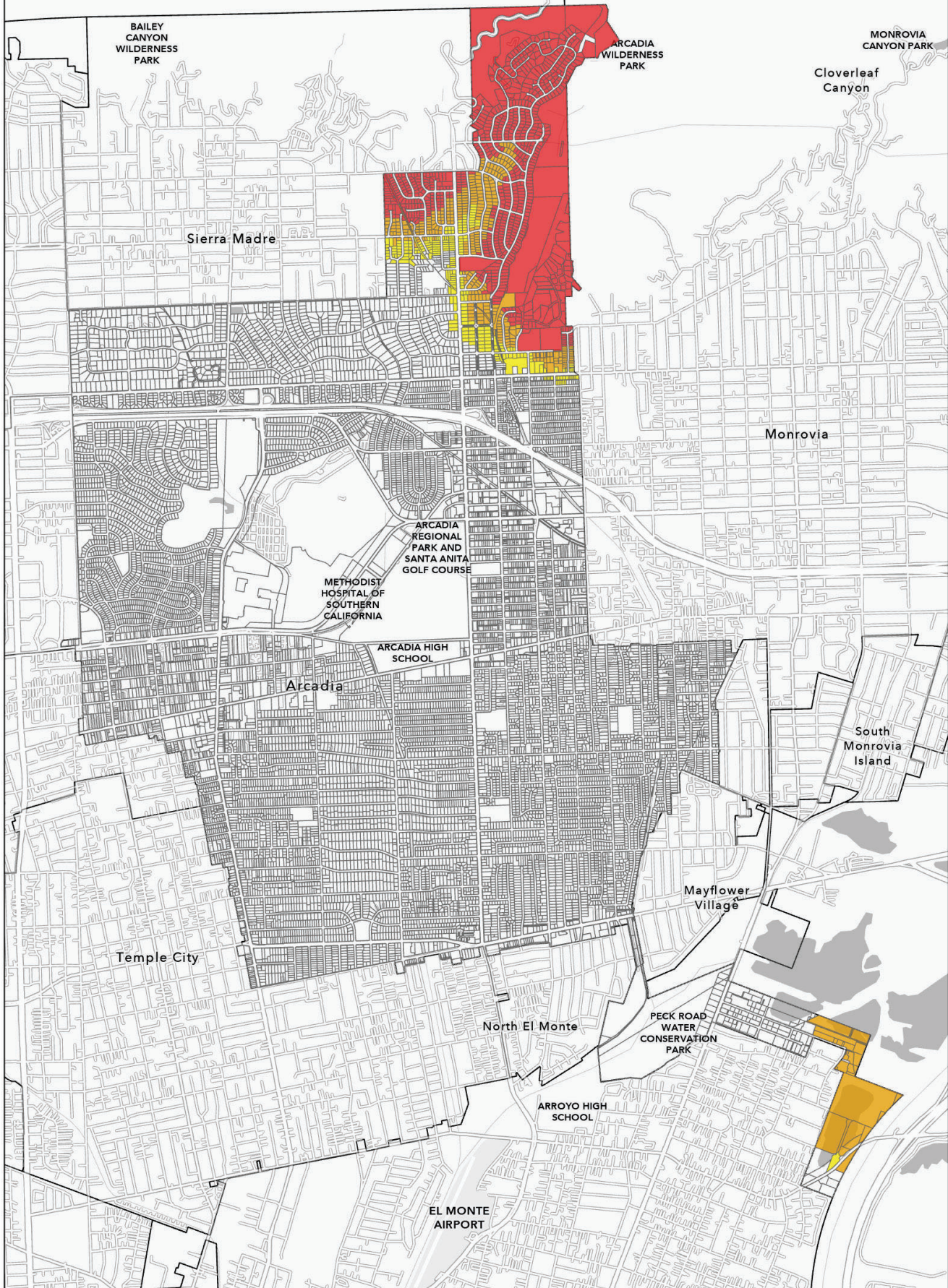
ATTEST:

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

APPROVED AS TO FORM:

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

# City of Arcadia Fire Hazard Severity Zones (FHSZ)



Parcel-Aligned Fire Hazard Severity Zones  
Based on CAL FIRE Designations

City of Arcadia, California



0 0.25 0.5 1 Mile

**Parcels**

Fire Hazard Severity Description

- NonWildland
- Moderate
- High
- Very High



# STAFF REPORT

Fire Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Chen Suen, Fire Chief  
By: Mark Krikorian, Fire Marshal

**SUBJECT:** ORDINANCE NO. 2405 AMENDING ARTICLE III, CHAPTER 1, PART 3 OF THE ARCADIA MUNICIPAL CODE REGARDING FIRE HAZARD SEVERITY ZONES AND ADOPT THE FIRE HAZARD SEVERITY ZONES ("FHSZ") MAP  
**CEQA: Exempt**  
**Recommendation: Introduce**

## SUMMARY

In September 2021, Senate Bill 63 was passed and directed the Office of the State Fire Marshal ("OSFM") to identify Fire Hazard Severity Zones ("FHSZ") across the state, to include Moderate, High, or Very High fire zone designations. This law required OSFM to create maps based on the severity of the potential fire hazard in each local area. The potential for fire hazards was determined using the fuel loading, slope, fire weather, and other factors that are major causes of wildfire spread.

OSFM released its fire hazard zone map for Arcadia on March 24, 2025 (see Exhibit "A" – Attachment No. 1). California Government Code Section 51179 requires local jurisdictions to adopt the FHSZ map within 120 days of receipt. To comply with the Government Code, it is recommended that the City Council introduce Ordinance No. 2405 to amend Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones Map.

## BACKGROUND

In 1992, Assembly Bill 337, also known as the Bates Bill, mandated the identification of Very High Fire Hazard Severity Zones by OSFM. The bill was a response to the devastating Oakland Hills fire of 1991. Structures located within the designated zone were subject to minimum defensible space requirements, known as the minimum space around a structure that must be cleared or maintained to reduce the risk of damage from wildfires. The last statewide update to the FHSZ was in 2007. This update included enhanced new construction requirements for structures located in the FHSZ. Consequently, the City

Council approved Ordinance No. 2241 in 2008, and adopted Arcadia’s current Fire Zone Map.

In 2022, Assembly Bill 221 was passed by the California Legislature and modified the method of map adoption by local jurisdictions. The new bill requires local agencies to adopt Moderate, High, and Very High FHSZ designations within 120 days of OSFM’s recommendations. Local governments cannot downgrade state-designated hazard levels but may increase them, if justified. On March 24, 2025, the City received the state-recommended map (Exhibit “A” – Attachment No. 1), which must be adopted by ordinance within 120 days (by July 22, 2025).

## **DISCUSSION**

In Exhibit “A” of Ordinance No. 2405, the proposed FHSZ map identifies Moderate, High, and Very High fire zones within the City of Arcadia. OSFM fire scientists and wildfire mitigation experts developed the map using a science-based and field-tested model that assigns a hazard score based on factors that influence fire likelihood and fire behavior. When developing the maps, many factors are considered such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for the area.

It should be noted that FHSZ maps evaluate “hazard,” not “risk”. For reference, FHSZ maps are similar to flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, but the maps do not contain regulatory measures for mitigation. “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period, *without* considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts. “Risk” is the potential damage a fire can pose to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

Though State law does not allow a local agency to decrease the FHSZ designation, a local agency may increase the designation of a particular area, if findings can be made that it is necessary for effective fire protection within the area (Government Code Sections 51179(b)(1) and (2)). Such discretion can allow an agency to apply Very High, High, and Moderate designations to areas not otherwise identified in the map prepared by OSFM.

Each zone designated by the map has associated regulatory requirements. These include FHSZ identification (i.e., Very High, High, and Moderate), home hardening construction requirements (e.g., use of ignition resistant materials, Class A roofing, dual paned windows, etc.), FHSZ disclosure to the buyer at time of property real estate sale, and 100-foot vegetation defensible space clearances. In addition, Title 14 Fire Safe Regulations and Subdivision Review, will be used to assist the community in ensuring adequate emergency access and water supply should larger developments be proposed in the Very High FHSZ. These requirements are summarized in Table 1 below:

**Table 1: FHSZ Categories and Minimum Requirements**

<b>Category</b>	<b>Minimum Requirements</b>	<b>Description</b>
<b>Very High</b>	Identification on FHSZ Map	Designates parcel as Very High Hazard
	Home Hardening Construction Regulations	Use of ignition resistant materials, Class A roofing, dual paned windows, etc.
	Title 14 State Fire Safe Regulations & Subdivision Review	Emergency access and water supply regulations
	100-foot Defensible Space for the Structure	Minimum space around a structure that must be cleared or maintained to reduce wildfire damage, including Zone 0 near structures
	Real Estate Hazard Disclosure	Disclosure of fire hazard severity level to the buyer at time of property sale
	Defensible Space Real Estate Compliance Inspection	Verifies parcel is compliant with defensible space requirements prior to real estate sale
<b>High</b>	Identification on FHSZ Map	Designates parcel as High Hazard
	Home Hardening Construction Regulations	Use of ignition resistant materials, Class A roofing, dual paned windows, etc.
	Defensible Space Real Estate Compliance Inspection	Verifies parcel is compliant with defensible space requirements prior to real estate sale
<b>Moderate</b>	Identification on FHSZ Map	Designates parcel as Moderate

Since the OSFM map did not show designations at the parcel level, several properties were split between two different zones. The proposed ordinance includes an interpretative note that when any parcel has more than one FHSZ designation depicted on the adopted map, the highest FHSZ designation shall be applied to the entire parcel. For example, a parcel containing both a High and Very High hazard designation will be administered as Very High FHSZ. This interpretation will prevent different building and property maintenance codes applying for different areas of one parcel. It will also prevent confusion among staff about which standard to apply. All modifications are made in

accordance with the California Government Code Section 51179, ensuring that FHSZs were not downgraded. Aside from this one interpretative adjustment, the maps are being proposed for adoption as recommended by the OSFM.

Adoption of Ordinance No. 2405 will replace the existing Part 3, Chapter 1, Article III of the Arcadia Municipal Code. The existing Fire Zone map adopted in 2008 will be replaced by the proposed FHSZ map, ensuring compliance with Government Code Section 51179. While the new maps include a greater number of parcels affected, the number of parcels in the highest fire zone have been reduced. Table 2 below provides a comparison of the different FHSZ zones and affected parcels:

**Table 2: Parcels within the FHSZ**

<b>Parcel Designation</b>	<b>2008</b>	<b>2025</b>
Very High	911	768
High	36	360
Moderate	37	234
<b>Total Parcels</b>	<b>984</b>	<b>1,362</b>

In the current map, 42 parcels are commercial property (16 High, 26 Moderate); no commercial parcels were on the 2008 map.

### Community Education and Outreach

This proposed FHSZ map is posted on the City’s website for public viewing and outreach was undertaken to educate impacted property owners, as well as local real estate agents. Invitations were sent to impacted property owners, who largely consist of property owners in the Arcadia Highlands Homeowners Association, the Whispering Pines Homeowners Association, the Santa Anita Oaks Association, and the Rancho Santa Anita Association. Additionally, a direct mailer was sent to approximately 450 residents who do not live in an HOA but reside between Grandview Avenue and Orange Grove Avenue in Arcadia. Community stakeholders were invited to attend up to three townhall meetings that shared details on the proposed maps and impacts of the corresponding changes.

Once adopted, the Fire Department will continue public education efforts to ensure that all property owners affected by the new FHSZ map are fully informed of the new requirements and assist them in achieving compliance. These efforts will focus on the properties within the Very High Hazard Zone, as they will have the most stringent regulations. This is especially true with the introduction of the new Zone 0 regulation for the Very High Hazard Zone. This new Zone 0 regulation will require all combustible materials, including vegetation, within five feet of structures to be removed. The specifics of the Zone 0 regulation are still in development at the state level, but it should be in effect for new structures beginning January 1, 2026. In the meantime, existing structures will be allowed to achieve compliance in an agreed-upon timeline between the property owner and the Fire Department. In instances of non-compliance, the Government Code (Section 51185) allows local agencies to fine property owners a minimum of \$100, and a maximum of \$500, per

day. Historically, the Fire Department consults with the City Attorney for property abatement, when necessary.

It is currently unclear if adoption of the FHSZ map will affect insurance rates. As stated by the Office of the State Insurance Commissioner Ricardo Lara, these maps are intended to assist local planning decisions, not insurance decisions. Per the OSFM, insurance companies use risk models, which differ from hazard models that FHSZ use. The insurance risk models consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize FHSZs as a factor, but much of the same data used in the FHSZ model can also be found in the insurance companies’ risk models. Of note, insurance risk models incorporate many other factors that change more frequently than those that OSFM includes in its hazard mapping.

### **ENVIRONMENTAL IMPACT**

This ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant Section 15308 (Actions by Regulatory Agencies for Protection of the Environment), since the adoption of the FHSZ Map and accompanying statutory regulations would help reduce the spread of wildfire.

Furthermore, this ordinance is not considered a project under the California Environmental Quality Act pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061, seeing that the adoption of the Fire Hazard Severity Zone Maps will not result in a direct or reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

Adoption of Ordinance No. 2405 has no immediate fiscal impact to the City. Due to the potential financial impacts of the new Zone 0 regulations on property owners, the Fire Department will seek grant opportunities to assist with mitigation measures in reaching compliance. The Fire Department does not foresee a need to augment staffing at this time to meet additional inspection requirements. Current inspection assignments will be adjusted to allow for focused community risk reduction activities in the FHSZ area.

### **RECOMMENDATION**

It is recommended that the City Council determine that this project is exempt under the California Environmental Quality Act (“CEQA”); and introduce Ordinance No. 2405 amending Article III, Chapter 1, Part 3 of the Arcadia Municipal Code regarding Fire Hazard Severity Zones and adopt the Fire Hazard Severity Zones (“FHSZ”) Map.

Ordinance No. 2405 Fire Hazard Severity Zone (“FHSZ”) Maps  
June 3, 2025  
Page 6 of 6

Approved:

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

Attachment No. 1: Ordinance No. 2405



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** ORDINANCE NO. 2406 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING PART 11 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO FORMALLY ESTABLISH THE SENIOR CITIZENS COMMISSION

**CEQA: Not a Project**

**Recommendation: Adopt**

## **SUMMARY**

At its regular meeting on June 3, 2025, the City Council introduced Ordinance No. 2406, amending the Arcadia Municipal Code to establish the Senior Citizens Commission. Refer to Attachment No. 1 for the full text of the Ordinance and Attachment No. 2 for the June 3, 2025, City Council Staff Report. It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and adopt Ordinance No. 2406 to formally establish the Senior Citizens Commission by adding a new section to Article II, Chapter 2 of the Arcadia Municipal Code.

## **DISCUSSION**

Due to a change in community organizations over time, an update to the formation of the Senior Citizens Commission was needed. In reviewing the history of the Commission, it was never formally established under the process specified in the Arcadia City Charter. Ordinance No. 2406 formally establishes the Senior Citizens Commission in compliance with Section 800 of the Arcadia City Charter and provides more flexibility, as senior clubs may change over time.

The Senior Citizens Commission will include seven (7) members, with four (4) members representing local senior organizations and three (3) at-large members. The four members from senior organizations may include a maximum of one representative from any of the following: Assistance League of Arcadia, Golden Senior Club, Arcadia Travelers Club, and Senior Men's Club. Each senior organization will nominate an individual from their respective organization to serve on the Commission, subject to

confirmation by the City Council. In the event an organization cannot or does not nominate an individual, the term will be filled with an at-large member appointed by the City Council. All members will serve two-year terms and other specifications on how the Commission will operate, will be listed in its by-laws, which are also being presented on this City Council Agenda via proposed Resolution No. 7636.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The recommended action has no impact on the General Fund.

### **RECOMMENDATION**

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

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment No. 1: Ordinance No. 2406

Attachment No. 2: June 3, 2025, City Council Staff Report

ORDINANCE NO. 2406

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

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

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

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

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

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

"PART 11. SENIOR CITIZENS COMMISSION

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

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

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

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

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

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

#### 2211.2. TERMS, APPOINTMENTS AND REMOVAL

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

#### 2211.3. MEETINGS; CHAIRPERSON

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

#### 2211.4. DUTIES

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

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

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

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

[SIGNATURES ON THE NEXT PAGE]


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

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 3, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** ORDINANCE NO. 2406 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING PART 11 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO FORMALLY ESTABLISH THE SENIOR CITIZENS COMMISSION

**CEQA: Not a Project**

**Recommendation: Introduce**

## **SUMMARY**

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

## **BACKGROUND**

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

## **DISCUSSION**

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

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

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

Mission

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

Membership

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

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

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

Meetings and Terms

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

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

**ENVIRONMENTAL ANALYSIS**

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

**FISCAL IMPACT**

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

**RECOMMENDATION**

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

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Ordinance No. 2406



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** ORDINANCE NO. 2407 AMENDING ARTICLE III, CHAPTER 3, PART 2, SECTION 3320 (PUBLIC SAFETY) OF THE ARCADIA MUNICIPAL CODE TO PROHIBIT BICYCLES AND WHEELED TOYS ON ALL RECREATION COURTS  
**CEQA: Not a Project**  
**Recommendation: Introduce**

## **SUMMARY**

The Arcadia Municipal Code prohibits the use of bicycles and wheeled toys upon public tennis courts. Ordinance No. 2407 extends the prohibition of bicycles and wheeled toys from public tennis courts to all public recreation courts.

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act (“CEQA”); and introduce Ordinance No. 2407 to prohibit bicycles and wheeled toys on all recreation courts by amending Article III, Chapter 3, Part 2, Section 3320 of the Arcadia Municipal Code.

## **BACKGROUND**

On February 3, 1976, the City Council adopted Ordinance No. 1572, amending Section 3320 of the Arcadia Municipal Code to prohibit the operation of any bicycle or wheeled toy upon any sidewalk in a business district, adjacent to any place of public assembly, or upon any public tennis court. In the ensuing years, the type of courts offered by the City have expanded—most commonly, pickleball courts—resulting in a need for a broader regulation that encompasses these new offerings.

## **DISCUSSION**

Since 1976, the City has built several new types of recreation courts, including basketball courts, handball courts, and pickleball courts. Given this expansion of park amenities, the Arcadia Municipal Code should also expand to protect these new types of courts. Further,

it is recommended that ordinance verbiage should read “recreation courts”, rather than list specific court types to allow for the creation of future park amenities.

By amending the Arcadia Municipal Code to prohibit the use of bicycles and wheeled toys on all public recreation courts, the City will be able to better preserve the courts’ original intent and purpose, for public use and safety.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The recommended action has no impact on the General Fund.

### **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 introduce Ordinance No. 2407 amending Article III, Chapter 3, Part 2, Section 3320 (Public Safety) of the Arcadia Municipal Code to prohibit bicycles and wheeled toys on all recreation courts.

Approved:

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

Attachment: Ordinance No. 2407

ORDINANCE NO. 2407

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING ARTICLE III, CHAPTER 3, PART 2, SECTION 3320 (PUBLIC SAFETY) OF THE ARCADIA MUNICIPAL CODE TO PROHIBIT BICYCLES AND WHEELED TOYS ON ALL RECREATION COURTS

WHEREAS, the Arcadia Municipal Code prohibits the operation of bicycles and wheeled toys upon public tennis courts; and

WHEREAS, the City has since constructed several other recreation courts, including basketball courts, handball courts, and pickleball courts; and

WHEREAS, all public recreation courts should have their original intent and purpose preserved for public use and safety.

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

SECTION 1. Article III, Chapter 3, Part 2, Section 3320 of the Arcadia Municipal Code is hereby amended to read in its entirety as follows:

“3320. BUSINESS SIDEWALK AND RECREATION COURT OPERATION. No person shall use or operate any bicycle or wheeled toy upon any sidewalk in a business district, adjacent to place of public assembly or upon any public recreation court.”

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

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

Passed, approved and adopted this 15th day of July, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Recreation and Community Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7636 AMENDING THE SENIOR CITIZENS COMMISSION BY-LAWS  
**CEQA:** Not a Project  
**Recommendation:** Adopt

## **SUMMARY**

The Senior Citizens Commission is one of the City's eight Boards and Commissions that serve to advise the City Council on matters that impact the community. Adoption of Resolution No. 7636 will amend the Senior Citizens Commission by-laws to align with Ordinance No. 2406, which formally establishes the Senior Citizens Commission per the Arcadia City Charter. Amendments include the removal of membership guidelines, which are outlined in Ordinance No. 2406, as well as changes to terms and voting procedures. It is recommended the City Council adopt Resolution No. 7636, amending the Senior Citizens Commission By-laws.

## **BACKGROUND**

On February 17, 1978, the City Council established the Senior Citizens Commission to act in an advisory capacity to the Council on matters relating to senior citizens. The Senior Citizens Commission is governed by the by-laws established under Resolution No. 4730 and amended by Resolution Nos. 5269 and 6105.

Under the current by-laws, there are a total of eight members. Members are a combination of representatives from specific Arcadia senior organizations and those appointed at-large. Ordinance No. 2406, which is also being presented for adoption on the June 17, 2025, City Council Agenda, outlines new membership guidelines that conflict with the current by-laws.

## **DISCUSSION**

To align with Ordinance No. 2406, the Senior Citizens Commission's by-laws must be

updated. Changes to the by-laws include the removal of membership guidelines that are outlined in Ordinance No. 2406, as well as changes to the terms and voting procedures, to accurately reflect the number of members. Additional minor textual changes have been made to reflect current language.

Resolution No. 7636 will supersede all previous resolutions pertaining to the Senior Citizens Commission by-laws.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The recommended action has no impact on the General Fund.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7636 amending the Senior Citizens Commission By-laws.

Approved:

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

Attachment: Resolution No. 7636

RESOLUTION NO. 7636

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE SENIOR CITIZENS COMMISSION BY-LAWS

WHEREAS, the Senior Citizens Commission serves in an advisory capacity to the City Council on matters relating to senior citizens in Arcadia; and

WHEREAS, the Senior Citizen Commission by-laws must align with Ordinance No. 2406; and

WHEREAS, this Resolution supersedes all previous resolutions pertaining to the Senior Citizens Commission including Resolution No. 4730, Resolution No. 5269, and Resolution No. 6105.

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

SECTION 1. The Arcadia Senior Citizens Commission by-laws attached hereto as Exhibit "A" are hereby adopted in their entirety and incorporated herein by reference.

SECTION 2. All prior versions of the by-laws are hereby rescinded and replaced with the by-laws attached hereto as Exhibit "A".

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

[SIGNATURES ON THE NEXT PAGE]


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

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

ATTEST:

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

APPROVED AS TO FORM:

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

## **Exhibit "A"**

### **ARCADIA SENIOR CITIZENS COMMISSION BY-LAWS**

#### **PURPOSES**

The purpose of the Arcadia Senior Citizens Commission as established by the City Council are:

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

#### **ARTICLE I. MEMBERSHIP**

##### **Section 1.** Appointment by City Council.

Pursuant to the ordinance of the City Council establishing the Senior Citizens Commission, the members of the Commission shall be appointed by the City Council and shall be subject to removal by the City Council.

##### **Section 2.** Terms.

The members of the Commission shall serve two-year terms. These terms shall be staggered so that four (4) of the terms expire in alternate years of the other three (3) terms. All members shall serve until a successor qualifies. In the event an incumbent is removed, is disqualified from membership, or otherwise vacates their position, such member's successor shall be appointed for the unexpired term of said member. A member who has held Commission membership for two consecutive terms, excluding part or all of any expired term, shall not be eligible to hold membership on the Commission until two years after the expiration of the second consecutive term.

##### **Section 3.** Applications.

Nominees or prospective candidates shall submit written applications for membership on the Commission.

#### **ARTICLE II. OFFICERS**

A Chairperson, a Vice-Chairperson, and a Corresponding Secretary shall be elected annually as soon as practicable, following the first day of July of each year and shall serve at the pleasure of the members. The Commission shall fill vacant officer positions as soon as practicable. The Chairperson shall preside at Commission meetings and shall be the chief official of the Commission for all ceremonial purposes. The Vice-Chairperson shall carry out the responsibilities of the Chairperson during the Chairperson's absence. The Corresponding Secretary shall obtain and preserve copies of news items relating to the Commission and carry out all correspondence of the Commission.

## **Exhibit "A"**

A Staff Advisor shall be appointed by the Recreation and Community Services Director from the staff of the Recreation and Community Services Department. The Staff Advisor shall keep minutes of the meetings and submit all official documents to the City Clerk for filing.

### ARTICLE III. AGENDA

An agenda shall be kept and published prior to meetings. It shall be prepared by the Chairperson with assistance of the Staff Advisor and meet all requirements of the Ralph M. Brown Act and the City Charter.

### ARTICLE IV. MEETINGS

#### Section 1. Time and Place of Regular Meetings

Senior Citizens Commission meetings shall be held the first Thursday of each month at 4:00 p.m. in the Recreation and Community Services Department Conference Room. At any time a regular meeting falls on a holiday, it will not be rescheduled unless necessary.

#### Section 2. Special Meeting. Call; Notice.

A special Senior Citizens Commission meeting may be called at any time by the Commission Chairperson, or by a majority of the Commission members, by delivering personally or by mail or electronic mail written notice to each member of the Commission, the Staff Liaison, and to each local newspaper of general circulation requesting notice in writing. Such notice shall be delivered at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the general meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission.

#### Section 3. Absence from Meetings.

If a member is absent from three consecutive regular meetings of the Commission, unless by permission of the Commission expressed in its official minutes; is convicted of a crime involving moral turpitude; ceases to be a legally registered voter of the City; or files or causes to be filed nomination papers with the City Clerk for elective City office; their position on the Commission shall become vacant and shall be so declared by the City Council.

#### Section 4. Open Meetings.

In compliance with State law, all meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission.

## **Exhibit "A"**

### Section 5. Conduct of Members.

The Commission may reprimand or recommend the removal of any member who engages in disorderly conduct at a Commission meeting or at any time while representing the Senior Citizens Commission.

### Section 6. Participation by Representative of the Council.

A representative from the City Council shall be entitled to participate in all deliberations of the Commission, but shall not have a vote.

## ARTICLE V. VOTING

All action of the Commission shall require the affirmative vote of a majority of members present at the meeting. Committees of less than a majority of the Commission may make recommendations to the Commission.

## ARTICLE VI. BUDGET

Preparation of the Commission's annual budget shall commence prior to the first regular meeting in February. The budget shall include all estimated expenditures and revenues for the next fiscal year. Two copies of the budget, approved by the Commission, shall be submitted to the City Manager on or before March 15.

## ARTICLE VII. AMENDMENTS

These By-Laws may be amended by the Senior Citizens Commission with approval by the City Council.



# STAFF REPORT

Human Resources Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** RESOLUTION NO. 7637 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

**CEQA: Not a Project**

**Recommendation: Adopt**

## SUMMARY

The City Council previously approved 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 (“Fringe Benefits Resolution”). Within the contract term, the City Council approved Resolution No. 7417 to revise the Executive Management salary schedules, which incorporated an additional \$1,000 per month for the Assistant City Manager/Development Services Director classification. Although this Fringe Benefits Resolution and its corresponding salary schedules are no longer operative, a clarification to the salary schedules from 2021-2024 is needed to reflect the previously approved \$1,000 per month increase to the base salary of the Assistant City Manager/Development Services Director classification. There is no additional fiscal impact associated with this clarification.

Although the clarification to the salary schedules does not result in an additional fiscal impact, the California Public Employees’ Retirement System (“CalPERS”) requires all salary schedules to be adopted publicly by Resolution. Accordingly, it is recommended that the City Council approve Resolution No. 7637, 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.

## BACKGROUND

On October 5, 2021, the City Council approved Fringe Benefits Resolution No. 7383, establishing compensation and related benefits for City Council, Executive Management,

## Clarification to Executive Management Salary Schedule

June 17, 2025

Page 2 of 3

Management and Unrepresented Confidential Employees for July 1, 2021, through June 30, 2024 (“Fringe Benefits Resolution”). Subsequently, on April 19, 2022, the City Council approved Resolution No. 7417 to revise the Executive Management salary schedules, which incorporated an additional \$1,000 per month for the Assistant City Manager/Development Services Director classification. Although this Fringe Benefits Resolution and its corresponding salary schedules are no longer operative, the 2021-2024 Executive Management salary schedules must be clarified to align with requirements set forth by the California Public Employees’ Retirement System (“CalPERS”).

### **DISCUSSION**

There is one clarification that must be made to the 2021-2024 Executive Management salary schedules of the City’s previous Fringe Benefits Resolution. The Arcadia Municipal Code Section 2950 establishes the creation of a Development Services Department and the position of Assistant City Manager/Development Services Director. In April 2022, an increase of \$1,000 per month was approved to compensate the classification at a level that is commensurate with its unique responsibilities. Specifically, the Assistant City Manager/Development Services Director serves as the Department Head for the Development Services Department, providing direction and overseeing the operations of the Department. Additionally, the Assistant City Manager position has overarching Citywide responsibilities, providing support to the City Manager and City Council, serving as the City Manager in their absence, and collaborating with all City Departments.

In instances where a classification is combined, as in the case with the Assistant City Manager/Development Services Director position, CalPERS requires the base rate of pay to be reflected as a single line item on the salary schedule. When the increase of \$1,000 per month was approved for this combined classification, it was listed as a separate “differential pay” item on the salary schedule, rather than reflecting it as a single item that was fully incorporated into the salary range itself. Importantly, this “differential pay” was noted only on the salary schedules, as actual compensation for the position was always provided as a single item. Thus, a clarification has been made to the Executive Management salary schedule to incorporate the previously approved “differential pay” into the salary range. Although the previous Fringe Benefits Resolution and its corresponding salary schedules are no longer operative, CalPERS will not accept the 2021-2024 salary schedules without this necessary clarification.

It is important to note that this clarification does not provide additional compensation, nor does it result in any additional fiscal impact. Rather, the clarification merely aligns with CalPERS requirements and the City’s intent and practice of compensating the Assistant City Manager/Development Services Director with a base rate of pay. Accordingly, it is recommended that the City Council approve Resolution No. 7637 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.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

There is no additional fiscal impact associated with the clarifications made to the Executive Management salary schedules.

### **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 Resolution No. 7637 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, which would merely incorporate the clarification to the 2021-2024 Executive Management salary schedules as required by the California Public Employees' Retirement System ("CalPERS").

Approved:

  
Dominic Lazzaretto  
City Manager

Attachments: Resolution No. 7637

RESOLUTION NO. 7637

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

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, effective April 19, 2022, City Council Resolution No. 7417 revised Resolution No. 7383 to approve an adjustment to the Assistant City Manager/Development Services Director classification's salary; and

WHEREAS, salaries and benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees that are adjusted by resolution are then reflected on the City's salary schedule; and

WHEREAS, salary schedules must be adopted publicly in accordance with Government Code Section 20636 and Title 2 of the California Code of Regulations Section 570.5 and as required by the California Public Employees' Retirement System ("CalPERS").

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

SECTION 1. The City Council hereby publicly approves the salary schedules as set forth in Exhibit "A", attached hereto, which clarifies and incorporates the previously

adjusted Assistant City Manager/Development Services Director salary effective April 19, 2022.

SECTION 2. The City Council hereby approves the clarified salary schedules 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 June, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**EXHIBIT "A"**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2021 - JUNE 30, 2022**  
**EXECUTIVE MANAGEMENT/ASSISTANT CITY MANAGER - 3.0% COLA**

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Director of Library & Museum Services <sup>1</sup>	\$ 12,416	\$ 12,734	\$ 13,060	\$ 13,395	\$ 13,738	\$ 14,090	\$ 14,451	\$ 14,822	\$ 15,202	\$ 15,592
Director of Recreation & Community Services <sup>1</sup>	\$ 12,416	\$ 12,734	\$ 13,060	\$ 13,395	\$ 13,738	\$ 14,090	\$ 14,451	\$ 14,822	\$ 15,202	\$ 15,592
Public Works Services Director	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500	\$ 15,891	\$ 16,286
Administrative Services Director <sup>1</sup>	\$ 13,958	\$ 14,316	\$ 14,683	\$ 15,059	\$ 15,445	\$ 15,841	\$ 16,247	\$ 16,664	\$ 17,091	\$ 17,529
Assistant City Manager/ Development Services Director <sup>1, A</sup>	\$ 15,390	\$ 15,775	\$ 16,169	\$ 16,573	\$ 16,988	\$ 17,412	\$ 17,848	\$ 18,294	\$ 18,751	\$ 19,220

**SAFETY EXECUTIVE MANAGEMENT - 3.0% COLA**

Fire Chief	\$ 14,468	\$ 14,832	\$ 15,203	\$ 15,583	\$ 15,972	\$ 16,372	\$ 16,781	\$ 17,201	\$ 17,634	\$ 18,072
Police Chief	\$ 14,832	\$ 15,203	\$ 15,583	\$ 15,972	\$ 16,372	\$ 16,781	\$ 17,201	\$ 17,634	\$ 18,072	\$ 18,526

<sup>1</sup> Revised Salary Range Effective April 24, 2022

<sup>A</sup> Revised Salary Range Effective April 24, 2022, as clarified by Reso. No. 7637 adopted June 17, 2025

**EXHIBIT "A"**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2022 - JUNE 30, 2023**  
**EXECUTIVE MANAGEMENT/ASSISTANT CITY MANAGER - 3.0% COLA**

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Director of Library & Museum Services <sup>1</sup>	\$ 12,788	\$ 13,116	\$ 13,452	\$ 13,797	\$ 14,150	\$ 14,513	\$ 14,885	\$ 15,267	\$ 15,658	\$ 16,060
Director of Recreation & Community Services <sup>1</sup>	\$ 12,788	\$ 13,116	\$ 13,452	\$ 13,797	\$ 14,150	\$ 14,513	\$ 14,885	\$ 15,267	\$ 15,658	\$ 16,060
Public Works Services Director	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965	\$ 16,368	\$ 16,775
Administrative Services Director <sup>1</sup>	\$ 14,377	\$ 14,745	\$ 15,123	\$ 15,511	\$ 15,908	\$ 16,316	\$ 16,734	\$ 17,164	\$ 17,604	\$ 18,055
Assistant City Manager/ Development Services Director <sup>1, A</sup>	\$ 15,828	\$ 16,224	\$ 16,629	\$ 17,045	\$ 17,471	\$ 17,908	\$ 18,356	\$ 18,815	\$ 19,285	\$ 19,767

**SAFETY EXECUTIVE MANAGEMENT - 4.0% COLA**

Fire Chief	\$ 15,047	\$ 15,425	\$ 15,811	\$ 16,206	\$ 16,611	\$ 17,027	\$ 17,452	\$ 17,889	\$ 18,339	\$ 18,795
Police Chief	\$ 15,425	\$ 15,811	\$ 16,206	\$ 16,611	\$ 17,027	\$ 17,452	\$ 17,889	\$ 18,339	\$ 18,795	\$ 19,267

<sup>1</sup> Revised Salary Range Effective April 24, 2022

<sup>A</sup> Revised Salary Range Effective April 24, 2022, as clarified by Reso. No. 7637 adopted June 17, 2025

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

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Director of Library & Museum Services <sup>1</sup>	\$ 13,300	\$ 13,641	\$ 13,990	\$ 14,349	\$ 14,716	\$ 15,094	\$ 15,480	\$ 15,878	\$ 16,284	\$ 16,702
Director of Recreation & Community Services <sup>1</sup>	\$ 13,300	\$ 13,641	\$ 13,990	\$ 14,349	\$ 14,716	\$ 15,094	\$ 15,480	\$ 15,878	\$ 16,284	\$ 16,702
Human Resources Director <sup>2</sup>	\$ 13,300	\$ 13,641	\$ 13,990	\$ 14,349	\$ 14,716	\$ 15,094	\$ 15,480	\$ 15,878	\$ 16,284	\$ 16,702
Public Works Services Director	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023	\$ 17,446
Administrative Services Director <sup>2</sup>	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023	\$ 17,446
Assistant City Manager/ Development Services Director <sup>1, A</sup>	\$ 16,429	\$ 16,840	\$ 17,261	\$ 17,693	\$ 18,135	\$ 18,588	\$ 19,053	\$ 19,529	\$ 20,018	\$ 20,518

**SAFETY EXECUTIVE MANAGEMENT - 5.0% COLA**

Fire Chief	\$ 15,799	\$ 16,196	\$ 16,602	\$ 17,016	\$ 17,442	\$ 17,878	\$ 18,325	\$ 18,783	\$ 19,256	\$ 19,735
Police Chief	\$ 16,196	\$ 16,602	\$ 17,016	\$ 17,442	\$ 17,878	\$ 18,325	\$ 18,783	\$ 19,256	\$ 19,735	\$ 20,230

<sup>1</sup> Revised Salary Range Effective April 24, 2022

<sup>A</sup> Revised Salary Range Effective April 24, 2022, as clarified by Reso. No. 7637 adopted June 17, 2025

<sup>2</sup> Human Resources Director added, and Administrative Services Director revised Effective December 31, 2023

RESOLUTION NO. 7383

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR CITY COUNCIL, EXECUTIVE MANAGEMENT, MANAGEMENT, AND UNREPRESENTED CONFIDENTIAL EMPLOYEES FOR JULY 1, 2021, THROUGH JUNE 30, 2024

WHEREAS, City Council Resolution 7210 sets forth various fringe benefits and related compensation for officials, officers, and management of the City; and

WHEREAS, Section 38 of Resolution No. 7210 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 that are adjusted by resolution are then reflected on the City's salary schedule.

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

SECTION 1. The City Council hereby approves the changes to Resolution No. 7210 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 2. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]

Passed, approved and adopted this 5th day of October 2021.

/s/ Sho Tay  
Mayor of the City of Arcadia

ATTEST:

/s/ Gene Glasco  
City Clerk of the City of Arcadia

APPROVED AS TO FORM:

Stephen P. Deitsch  
Stephen P. Deitsch  
City Attorney

*Stephen P. Deitsch*

*Stephen P. Deitsch*

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

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Resolution No. 7383 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 5th day of October, 2021 and that said Resolution was adopted by the following vote, to wit:

AYES:       Chandler, Verlato, Cheng, and Tay

NOES:       None

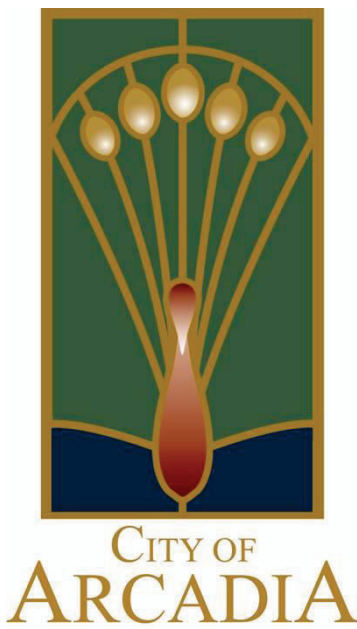
ABSENT:     Beck

**/s/ Gene Glasco**  
City Clerk of the City of Arcadia

# **CITY OF ARCADIA**

## **FRINGE BENEFITS RESOLUTION**

**CITY COUNCIL, EXECUTIVE MANAGEMENT,  
MANAGEMENT, AND UNREPRESENTED EMPLOYEES  
OF THE CITY OF ARCADIA**



**JULY 1, 2021 – JUNE 30, 2024**

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## **SECTION 1.           PURPOSE**

The Fringe Benefits Resolution is a consolidation of previously adopted resolutions concerning City Council, Executive Management, Management, and Unrepresented Employees. Resolution No. 7383 sets forth the wages, hours, and other terms and conditions of employment for employees within these classifications and provides paid sick leave for Part-Time Unrepresented Employees pursuant to AB1522.

## **SECTION 2.           DEFINITIONS**

As used herein and in the general salary resolution, the following terms shall have the following meanings:

“Classification” shall mean a group of positions having sufficiently similar duties, responsibilities, and qualifications to be designated by the same descriptive title, and as to which the same salary range may be made to apply with equity.

“Employee” shall mean a full-time budgeted employee of the City of Arcadia.

“Employment Date” shall mean the period of continuous full-time employment from and after such employment date shall be used in computing longevity pay, sick leave, and vacation and shall be the starting point for determining salary step increases.

“Executive Management Employee” shall mean an unrepresented management Employee who is the head of a City Department. Employees who are in the Classification of Development Services Director, Public Works Services Director, Administrative Services Director, Recreation and Community Services Director, Library and Museum Services Director, Assistant City Manager, and similar Classifications as they may be added or amended over time shall be considered Executive Management Employees in the Miscellaneous category. Employees who are in the Classification of Police Chief, Fire Chief, and similar Classifications as they may be added or amended over time shall be considered Executive Management Employees in the Safety category. Also known as “Department Director”.

“Management Employees” shall mean those full-time Employees having responsibility for formulating, administering, or managing the implementation of City policies who are unrepresented and who are not Executive Management Employees. Typical Employees in the Classification of Management Aide, Recreation Supervisor, Human Resources Analyst, Crime Analyst, Police Records Manager, Senior Human Resources Analyst, Senior Management Analyst, Transportation Services Manager, Assistant Director of Recreation and Community Services, Planning Services Manager, Accounting Supervisor, Accountant, Senior Accountant, Environmental Services Manager, General Services Superintendent, Library Services Manager, Utilities Superintendent,

Principal Civil Engineer, Building Official, Fire Marshal, Economic Development Manager, Financial Services Manager/Treasurer, Human Resources Administrator, Deputy City Manager, Planning and Community Development Administrator, Deputy Director of Development Services/City Engineer, and similar Classifications as they may be added or amended over time shall be considered Management Employees in the Miscellaneous category. Typical Employees in the Classification of Police Lieutenant, Fire Battalion Chief, Deputy Fire Chief, Police Captain, and similar Classifications as they may be added or amended over time shall be considered Management Employees in the Safety category.

“Miscellaneous Employees” shall mean those employees who are not involved in law enforcement, fire suppression, the protection of public safety, or employed in a position designated by law as local safety.

“Part-Time Unrepresented Employees” shall mean a part-time employee who is at-will and not deemed an Executive Management, Management, Unrepresented Confidential, or Unrepresented Employee. Typical Employees in the Classification of Library Aide I/II, Activity Leader I/II, Laborer, Police Cadet, Administrative Intern, Camp Manager, Fire Prevention Aide, Recreation Specialist, Volunteer Services Coordinator, Reserve Police Officer I/II and similar classifications as they may be added or amended over time shall be considered part-time unrepresented. This excludes the position of Law Enforcement Recruit.

“Recognized Employee Organization” means an Employee organization which has been formally acknowledged by the City as the Employee organization that represents Employees in designated classifications in an appropriate representation unit.

“Safety Employees” shall mean those employees who are involved in law enforcement, fire suppression, the protection of public safety, or who are employed in a position designated by law as local safety.

“Salary Advancement” shall mean an increase in salary from current step to a higher step within the same salary range based upon performance and continuous service in the same class.

“Unrepresented Confidential Employee” shall mean any benefitted Employee (receiving CalPERS and a benefit allowance) that is not an Executive or Management Employee, is not represented by a recognized Employee organization, and typically handles confidential matters as a course of their job duties. Classifications in this group include Executive Assistant assigned to the City Manager’s Office, Human Resources Technician, and similar Classifications as they may be added or amended over time (referred to as Confidential herein).

“Unrepresented Employee” shall mean any Employee that is not an Executive or Management Employee and is not represented by a recognized Employee organization. This includes the position of Law Enforcement Recruit.

**SECTION 3.           COMPENSATION**

The salary schedules for classifications covered by this resolution are set forth in “Exhibit A” and incorporated herein. The base salaries of Executive Management, Management, and Unrepresented Confidential Employees covered by this resolution will be increased by 3% effective July 1, 2021, 3% effective July 1, 2022, and 4% effective July 1, 2023. Retro increases will be given only to those employees on City payroll as of the date of adoption of this resolution.

The base salaries of Police and Fire Safety Executive Management and Police and Fire Safety Management employees covered by this resolution will be increased by 3% effective July 1, 2021, 4% effective July 1, 2022, and 5% effective July 1, 2023. Retroactive increases will be given only to those employees on City payroll as of the date of adoption of this resolution.

Dependent upon the distribution method as determined by the City Manager, employees covered by this resolution may receive a one-time Non-PERSable bonus paid through City payroll upon the adoption of this resolution. The collective amount to be distributed to those employees is \$153,832.

Additionally, Executive Management and Safety Executive Management employees covered by this resolution and on City payroll as of the date of adoption of this resolution shall receive a one-time Non-PERSable bonus of \$2,300. Safety Management, Management, and Unrepresented employees covered by this resolution and on City payroll as of the date of adoption of this resolution shall receive a one-time non-PERSable bonus of \$2,100.

**SECTION 4.           SALARY STEP ADVANCEMENT**

The advancement through the salary steps shall be based upon performance and continuous service in the same classification. The percentage between steps is approximately 2.5%. Employees will advance in their rates of compensation two steps (approximately 5.0%) on their anniversary dates. The following schedule is an example of merit increases when an employee begins employment at step A:

A Step to C Step:   6 months

All other Steps:    12 months

For Department Directors reporting directly to the City Manager, the advancement through the salary steps shall be based on performance without regard to the continuous service time requirements cited above. The rate of advancement shall be from 0% to

7.5%, or no movement to a maximum of three steps. Pursuant to the City Charter Section 809, evaluation of the Library and Museum Services Director shall be by the Library Board; however, the City Manager shall provide input into the process.

Salary step advancements may be withheld or delayed by the appointing authority if an Employee's performance does not merit such advancement.

With the approval of the City Manager, an Employee may be hired at any step within the salary range applicable to the position.

The City Manager shall have the authority to advance an Employee's salary step within that Employee's salary range when the purpose is to correct an existing inequity or give recognition to exceptional performance.

Upon adoption of this Resolution and until June 30, 2024, unless extended by the City Council, the City Manager shall have discretionary authority to allow an annual performance bonus up to 3% of an employee's annual salary to full-time employees covered by this resolution who receive a Meritorious or Superior evaluation. Receiving a Meritorious or Superior evaluation is not a guarantee of receiving a bonus, only a minimum standard for qualification. It shall be the City Manager's sole authority to determine whether to allow a bonus and at what amount. The performance bonus shall be subject to the availability of funds as determined by the City.

#### **SECTION 5. PROMOTIONAL STEP ADVANCEMENT**

When an Employee is promoted, their pay shall advance to the lowest salary step in the new classification range such that it will provide a 5% increase in compensation, or two steps. If the lowest salary in the new classification is the top step, the Employee's pay will be advanced to the top step, even if it provides less than a 5%, or two-step, increase.

When an Employee is promoted to a higher classification, the date of the promotion shall be used in determining the date of the future step increases.

#### **SECTION 6. OVERTIME**

When necessary to perform essential work, a Department Director may require Management and Unrepresented Employees to work at any time other than during regular working hours until such work is accomplished. Management and Executive Management Employees are generally considered positions that are exempt from standard overtime rules. Job specifications for each Classification shall clearly state whether the position is considered exempt. Employees that are not exempt from standard overtime rules and are required to work hours which cause the Employee to be in a work status in excess of 40 hours in a designated workweek shall be paid at the rate of time and one-half the Employee's regular rate of pay. The Department Director may permit an Employee to accumulate compensatory time in lieu of paid overtime; however, the Employee shall not be permitted to accumulate more than 100 hours of compensatory time at any time.

Fire Battalion Chiefs working in excess of a 56-hour workweek shall receive overtime at straight time for operational assignments as defined by the Fire Chief and are eligible for Management Leave. A Fire Battalion Chief assigned to a strike team and working in excess of a 56-hour workweek will receive overtime at 1.5 times the hourly rate. No other Management Employees are eligible to receive any form of overtime compensation for additional hours worked, except as stated in Section 8.

## **SECTION 7.            RETIREMENT**

### **A.    EMPLOYEES HIRED BEFORE JULY 1, 2011**

The City contracts with the State of California Public Employees Retirement System (CalPERS) for the classifications contained in this Resolution. The plan shall include the following options:

1. Miscellaneous Employees - 2.5% @ 55 retirement formula (Government Code §21354.4); Public Safety Employees - 3% @ 50 retirement formula (Government Code §21362.2).
2. Single highest year final compensation (Government Code §20042).
3. Post Retirement Survivor Continuance.
4. Credit for Unused Sick Leave (Government Code §20965).
5. 1959 Survivors Benefit for which each Employee contributes \$0.93 per pay period.
6. Third level 1959 Survivors Benefit allowance (Government Code §21573).
7. Military service credit as public service option (Government Code §21024). The Employee is responsible for paying for this benefit.
8. As permitted by CalPERS, Employees may elect to purchase service credit by remitting payment to CalPERS via payroll deductions. If the Employee elects this option, the City will allow Employees to elect those payments as pre-tax payroll deductions for service purchases.
9. Special compensation items shall be reported to CalPERS in accordance with applicable law.
10. Employees shall make contributions to offset a portion of the City's costs related to CalPERS retirement benefits. The Employee cost-sharing will be accomplished through pre-tax deductions in the manner contemplated by Government Code §20516(f). It is recognized that the IRS has yet to take a position on the pre-tax status of deductions made under §20516(f) and in the

event that, subsequent to the effective date of this provision, the IRS determines that such deductions do not qualify for pre-tax status, Employees will be notified, and the provisions set forth herein will be reviewed by the City Manager and City Council. The cost sharing arrangement will be implemented as follows:

- a. Miscellaneous Employees: Employees will pay 7% of PERSable compensation to CalPERS retirement via payroll deduction toward the City's Employer Contribution to CalPERS and said amount will be allocated to the employer's account.
- b. Public Safety Employees: Employees will continue to pay 9% of PERSable compensation for CalPERS retirement via payroll deduction toward the City's Employer Contribution to CalPERS and said amount will be allocated to the employer's account. Employees will also contribute an additional 3% cost for CalPERS retirement through a phase-in approach as follows:
  - i. Effective beginning the pay period following Council adoption of this resolution, each Classic Member employee shall contribute an additional cost share amount equal to 1% of compensation earnable towards the employer PERS contribution for a total of 10%.
  - ii. Effective July 1, 2022, each Classic Member employee shall contribute an additional cost share amount of 1% of compensation earnable towards the employer PERS contribution, for a total of 11%.
  - iii. Effective July 1, 2023, each Classic Member employee shall contribute an additional cost share amount of 1% of compensation earnable towards the employer PERS contribution, for a total of 12%.

11. In addition to the foregoing cost sharing payments, Miscellaneous Employees shall continue to pay 1% of the member contribution to CalPERS.

12. The City shall continue to pay the cost of the Employees' member contribution (EPMC) to CalPERS in the amount of 7% for Miscellaneous Employees and 9% for Public Safety Employees and shall continue to report that as additional compensation pursuant to §20636(c)(4) of the Government Code. Further, said amount will be allocated to the Employee's retirement account.

13. Pre-Retirement Option 2W Death Benefit (Government Code §21548): Pursuant to §20516(f) (Employee Sharing Cost of Additional Benefits), Employees will split the cost of this benefit with the City through pre-tax

deductions in the manner contemplated by §20516(f) of the Government Code. It is recognized that the IRS has yet to take a position on the pre-tax status of deductions made under §20516(f) and in the event that, subsequent to the effective date of this provision, the IRS determines that such deductions do not qualify for pre-tax status, Employees will be notified, and this provision shall be reviewed by the City Manager and City Council. Employees shall pay for one-half of the cost of this optional benefit, which was determined to be a total of 0.276% for Miscellaneous and 0.220% for Public Safety Employees. The cost-sharing arrangement will be implemented as follows:

- a. Miscellaneous Employees: Employees will pay 0.138% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.138% of PERSable compensation to CalPERS retirement.
- b. Public Safety Employees: Employees will pay 0.110% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.110% of PERSable compensation to CalPERS retirement.

B. EMPLOYEES HIRED ON OR AFTER OCTOBER 9, 2011, OTHER THAN NEW CalPERS MEMBERS HIRED AFTER JANUARY 1, 2013

The City contracts with the State of California Public Employees Retirement System (CalPERS) for the classifications contained in this Resolution. The plan shall include the following options:

1. Miscellaneous Employees - 2.0% @ 60 retirement formula (Government Code §21363.1); Public Safety Employees - 3% @ 55 retirement formula (Government Code §21363.1).
2. 3-year average final compensation period (Government Code §20037).
3. Post Retirement Survivor Continuance.
4. Credit for Unused Sick Leave (Government Code §20965).
5. 1959 Survivors Benefit for which each Employee contributes \$0.93 per pay period.
6. Third level 1959 Survivors Benefit allowance (Government Code §21573).
7. Military service credit as public service option (Government Code §21024). The Employee is responsible for paying for this benefit.
8. As permitted by CalPERS, Employees may elect to purchase service credit by remitting payment to CalPERS via payroll deductions. If the Employee elects

this option, the City will allow Employees to elect those payments as pre-tax payroll deductions for service purchases.

9. Special compensation items shall be reported to CalPERS in accordance with applicable law.
10. Miscellaneous Employees will pay the full 7% member contribution to CalPERS via payroll deduction.
11. Public Safety Employees will continue to pay 9% of PERSable compensation for CalPERS retirement via payroll deduction toward the City's Employer Contribution to CalPERS and said amount will be allocated to the employer's account. Employees will also contribute an additional 3% cost for CalPERS retirement through a phase-in approach as follows:
  - a. Effective beginning the pay period following Council adoption of this resolution, each Classic Member employee shall contribute an additional cost share amount equal to 1% of compensation earnable towards the employer PERS contribution for a total of 10%.
  - b. Effective July 1, 2022, each Classic Member employee shall contribute an additional cost share amount of 1% of compensation earnable towards the employer PERS contribution, for a total of 11%.
  - c. Effective July 1, 2023, each Classic Member employee shall contribute an additional cost share amount of 1% of compensation earnable towards the employer PERS contribution, for a total of 12%.
12. The Pre-Retirement Option 2W Death Benefit (Government Code §21548). Pursuant to §20516(f) (Employee Sharing Cost of Additional Benefits), Employees shall split the cost of this benefit with the City through pre-tax deductions in the manner contemplated by §20516(f) of the Government Code. It is recognized that the IRS has yet to take a position on the pre-tax status of deductions made under §20516(f) and in the event that, subsequent to the effective date of this provision, the IRS determines that such deductions do not qualify for pre-tax status, the Employees will be notified, and this provision shall be reviewed by the City Manager and City Council. Employees shall pay for one-half of the cost of this optional benefit which was determined to be a total of 0.276% for Miscellaneous and 0.220% for Public Safety. The cost-sharing arrangement will be implemented as follows:
  - a. Miscellaneous Employees: Employees will pay 0.138% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.138% of PERSable compensation to CalPERS retirement.

- b. Public Safety Employees: Employees will pay 0.110% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.110% of PERSable compensation to CalPERS retirement.

C. NEW CalPERS MEMBERS HIRED ON OR AFTER JANUARY 1, 2013

The City contracts with the State of California Public Employees Retirement System (CalPERS) for the classifications contained in this Resolution. The plan shall include the following options:

1. Miscellaneous Employees - 2.0% @ 62 retirement formula (Government Code §7522.20); Public Safety Employees – 2.7% at age 57 retirement formula (Government Code §7522.25(d)).
2. 3-year average final compensation period (Government Code §20037).
3. Post Retirement Survivor Continuance.
4. Credit for Unused Sick Leave (Government Code §20965).
5. 1959 Survivors Benefit for which each Employee contributes \$0.93 per pay period.
6. Third level 1959 Survivors Benefit allowance (Government Code §21573).
7. Military service credit as public service option (Government Code §21024). The Employee is responsible for paying for this benefit.
8. As permitted by CalPERS, Employees may elect to purchase service credit by remitting payment to CalPERS via payroll deductions. If the Employee elects this option, the City will allow Employees to elect those payments as pre-tax payroll deductions for service purchases.
9. Special compensation items shall be reported to CalPERS in accordance with applicable law.
10. Miscellaneous Employees will pay 50% of the normal cost, currently at 6.75%, for member contributions to CalPERS on a pre-tax basis via payroll deduction (Government Code §7522.30).
11. Public Safety Employees will pay 50% of the normal cost, currently at 12%, for member contributions to CalPERS on a pre-tax basis via payroll deduction (Government Code §7522.30).
12. The Pre-Retirement Option 2W Death Benefit (Government Code §21548). Pursuant to §20516(f) (Employee Sharing Cost of Additional Benefits),

Employees shall split the cost of this benefit with the City through pre-tax deductions in the manner contemplated by §20516(f) of the Government Code. It is recognized that the IRS has yet to take a position on the pre-tax status of deductions made under §20516(f) and in the event that, subsequent to the effective date of this provision, the IRS determines that such deductions do not qualify for pre-tax status, Employees will be notified and this provision shall be reviewed by the City Manager and City Council. Employees shall pay for one-half of the cost of this optional benefit which was determined to be a total of 0.276% for Miscellaneous and 0.220% for Public Safety. The cost-sharing arrangement will be implemented as follows:

- a. Miscellaneous Employees: Employees will pay 0.138% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.138% of PERSable compensation to CalPERS retirement.
- b. Public Safety Employees: Employees will pay 0.110% of PERSable compensation to CalPERS retirement via payroll deduction; and the City will pay 0.110% of PERSable compensation to CalPERS retirement.

D. City Council, Executive, and Management Employees shall have access to the City's established 457 Deferred Compensation Program and the IRC 401(a) defined contribution plan. All administration costs associated with the 401(a) plan shall be paid by the City.

**SECTION 8. SPECIAL ASSIGNMENT PAY**

Employees in the classifications of Police Captain and Police Lieutenant assigned to outside reimbursable special details (as approved by the City Manager), including but not limited to race-track traffic control duties, shall be compensated at 6 hours of straight time at the rate of a top step Police Sergeant with an Advanced Post Certificate and Special Assignment Pay (currently 5%).

**SECTION 9. LONGEVITY PAY**

A Longevity Pay benefit will be provided to Executive, Management, and Confidential Employees based on the following formula:

<u>Completed Years of Continuous Service</u>	<u>Amount Per Pay Period</u>
5 – 9 Years	\$42.02
10 – 14 Years	\$63.04
15 – 19 Years	\$84.06
20+ Years	\$230.77

The Longevity Pay benefit is effective the pay period an Employee reaches 5, 10, 15 or 20 years of continuous employment with the City.

**SECTION 10.            ACTING PAY**

A Management or Confidential Employee who is required, in writing, to work more than 5 working days in a higher classification, which is vacant due to sick leave, family medical leave, injury leave, vacation leave, termination, retirement, or for any other reason as approved by the City Manager, shall receive the following acting pay retroactive to the first day of the assignment:

1. 5% above their current rate of pay or A step of the higher classification, whichever is higher; or any step within the classification as approved by the City Manager; or
2. Should such percentage exceed the top step of the range for the higher classification, the Employee shall receive compensation at the top step of the higher classification.
3. Nothing contained herein shall apply to an Employee who is being trained by the City to qualify for a higher classification or who temporarily assumes some of the duties of a higher position.

If an acting assignment exceeds or is expected to exceed 30 calendar days, the acting Employee will receive the fringe benefits of said position for the duration of the assignment as applicable and as determined by the City Manager.

**SECTION 11.            TUITION ADVANCEMENT/REIMBURSEMENT**

Employees shall be eligible for tuition advancement or reimbursement who have completed at least one probationary period in the Classified Service, or one year of continuous service if employment is "at-will," subject to the conditions below.

To qualify for tuition advancement/reimbursement, a Tuition Advancement/Reimbursement Form must be submitted and pre-approved by the Employee's Department Director and Human Resources Administrator before the course(s) begin.

Tuition advancement or reimbursement shall only be for the first degree in each education level that an employee seeks to obtain, and shall only be for "job-related" courses, specialized training, or degree programs that are directly related to the Employee's position as determined by the City Manager or designee. The City Manager or their designee may grant approval for tuition advancement or reimbursement if they determine that a second degree in any education level is both beneficial and job-related.

The Tuition Advancement/Reimbursement Program will operate on a fiscal year basis (July 1 through June 30) and shall be subject to the availability of funds as determined by the City. The maximum advancement or reimbursement amount shall be \$4,126 for undergraduate courses and \$5,062 for graduate courses per fiscal year. Eligible fees include tuition, on campus parking fees, and textbooks. All other fees are subject to approval by the City Manager. School supplies are not reimbursable.

All course work must be completed while employed by the City of Arcadia with a passing grade of "C" or equivalent when numerical score or pass/fail grade is given. If the Employee either does not receive a "C" or better or for any reason does not finish the class, the advance is due and payable.

Any Employee who voluntarily retires or terminates employment or is terminated for disciplinary cause within one year from the completion of a class or classes shall refund all tuition paid under this provision for those specific classes unless they were required to attend by the appointing power. An Employee who separates employment and who received tuition advancement and did not complete a class or classes within 1 year from the advancement, shall refund all tuition advanced and be subject to the provisions outlined in the Advanced Tuition Participation and Advancement Agreement. Employees who retire on a Disability or Industrial Disability Retirement or are laid off shall not be required to refund tuition fees under this provision.

The City reserves the right to investigate any school and approve or disapprove it for advancement or reimbursement if such action appears warranted. Courses must be taken at an accredited education institution, which is defined as any college or university which has been accredited by a recognized government or professional accrediting body (as determined by the City). Additionally, the City reserves the right to deny any course(s), specialized training, or degree programs determined by the City Manager to be non-job related.

## **SECTION 12.        UNIFORMS**

At the beginning of the fiscal year, Employees in the classification of Police Chief, Police Captain, and Police Lieutenant shall receive \$750 for the purchase of safety equipment. \$647 shall be reported to CalPERS as special compensation for Uniform Allowance. This amount shall be prorated if hired or promoted after the start of the fiscal year.

At the beginning of the fiscal year, Employees in the classification of Fire Chief, Deputy Fire Chief, and Battalion Chief shall have a uniform allowance of \$655 reported annually to CalPERS as special compensation. This amount shall be prorated if hired or promoted after the start of the fiscal year.

For the duration of the Resolution, uniforms shall be provided to those Management Employees currently receiving uniforms under the same conditions specified in their respective Department Policies. The City shall continue to report an amount up to \$170.56 per year to CalPERS as special compensation for Uniform Allowance to the extent permitted by law.

"New Members" as defined under the Public Employee's Pension Reform Act of 2013 will not have the value of the uniforms reported as special compensation.

**SECTION 13. AUTO ALLOWANCE**

Subject to the City Manager’s sole discretion, Executive Management Employees may receive either a City provided vehicle or an auto allowance of up to \$350 per month, depending on duties and requirements of the position. Any benefits provided under this section are considered taxable per IRS Code. See IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses for more information concerning taxation of this benefit.

**SECTION 14. MILEAGE REIMBURSEMENT**

Mileage is reimbursed for travel in connection with City business and shall be paid in accordance with the prevailing IRS rate. Prior approval must be obtained from the immediate supervisor or Department Director. If travel is required frequently during a month, reimbursement shall be made once per month. Completed mileage forms shall be submitted to the Department Director consistent with the applicable administrative policy. Except as expressly authorized by the City Manager, Employees receiving an Auto Allowance described in Section 13 will not qualify for mileage reimbursements described herein.

**SECTION 15. BENEFIT ALLOWANCE FOR HEALTH, DENTAL, AND VISION**

**A. EMPLOYEES HIRED BEFORE JULY 1, 2021**

The City provides City Council, Executive, Management and Confidential Employees, as well as Law Enforcement Recruits the Section 125 Cafeteria Plan contributions as follows:

1. CalPERS Health Program: The City will contribute the minimum employer contribution required pursuant to Government Code §22892(b) of the Public Employees’ Medical and Hospital Care Act (“**PEMCHA Minimum**”) per month per Employee for health insurance. The PEMHCA minimum is included in the monthly benefit allowance.
2. Dental Insurance: Mandatory enrollment: The City will contribute the Employee only cost for Delta Care USA insurance per month (“Dental Contribution”) toward one of two dental plans. Additional coverage may be purchased through the Optional Benefits allocation. The Dental Contribution is included in the monthly benefit allowance.
3. Vision Insurance: The City shall provide each Employee with a vision plan, with the City paying the premium. The vision plan will be Vision Service Plan, Option B. The City will pay the premium up to the cost of the family plan.

4. Optional Benefits: Subject to the PEMHCA minimum and mandatory dental insurance enrollment premium as specified in above paragraphs 1 and 2, the City shall contribute the remaining amount of Employee's benefit allowance through a contribution to an Internal Revenue Code §125 Cafeteria Plan as follows:

<u>Health/Dental/Vision Benefit Allowance (per month)</u>	
City Council & Miscellaneous Executive Management	\$1,504.00
Public Safety Executive Management	\$1,548.50
Public Safety Management	\$1,445.50
Miscellaneous Management	\$1,402.00
Unrepresented Confidential Employees	\$1,072.00
Law Enforcement Recruits	\$ 620.00

- a. If the City's contribution exceeds the cost of the employee only coverage, the difference shall be contributed toward the cost of dependent coverage or to the employee in cash as taxable income.
  - i. Those employees who receive cash as taxable income will have the amount capped to the amount they were receiving as of July 1, 2021, and then reduced to an amount that will allow the City-wide Total Medical Plan Payment to be less than 20%. The amount of the reduction will not be greater than 19.51% of the amount received as of July 1, 2021. This amount will result in the employee's new capped cash-in-lieu for the term of this resolution.
- b. Those employees who qualify to receive cash as taxable income and who subsequently reduce their cash-in-lieu amount through a qualifying change, shall be subject to the new cash-in-lieu cap based on their elected reduced amount, and will forfeit their previous cash-in-lieu cap.
- c. Employees who do not take cash-in-lieu as of July 1, 2021, for any unused portion of the City's contribution toward benefits shall no longer be eligible for cash-in-lieu.
- d. If the premium cost of the health plan exceeds the City contribution, the employee shall pay through payroll deduction the difference between the monthly premium and the amount contributed by the City.
- e. The Employee's exercise of the option to use the difference toward dependent health coverage or the deferred compensation plan is subject to

the conditions controlling enrollment periods and eligibility established by the respective plans or carriers.

- f. Dependent enrollment will require proof of eligibility for dependent status including social security number, marriage, birth, and/or adoption certificates.
5. Circumstances Under Which An Employee Hired Before 7/1/2021, Can Receive Cash in Lieu of City Coverage:

An employee is required to carry one of the City's designated medical plans unless they opt out. An employee hired before 7/1/2021 may receive cash-in-lieu subject to the provisions in this section for opting out of the City's designated medical plans during the annual open enrollment period by signing a written waiver each year, that attests that the employee and each member of the employee's Tax Family (i.e. all individuals for whom the employee expects to claim a personal exemption deduction for the upcoming tax year) each has alternative minimum essential coverage (other than coverage in the individual market and other than individual coverage through Covered California) for the upcoming tax year. If the employee provides the executed written waiver and documentation confirming that they are enrolled in an alternative group health plan that satisfies the above at open enrollment or within 30 days after the start of the plan year, they will be entitled to the maximum allotted cash referenced in this section to be taken as taxable income.

B. EMPLOYEES HIRED ON OR AFTER JULY 2, 2021

The City provides City Council, Executive, Management and Confidential Employees, as well as Law Enforcement Recruits the Section 125 Cafeteria Plan contributions as follows:

1. CalPERS Health Program: The City will contribute the minimum employer contribution required pursuant to Government Code §22892(b) of the Public Employees' Medical and Hospital Care Act ("**PEMCHA Minimum**") per month per Employee for health insurance. The PEMHCA minimum is included in the monthly benefit allowance.
2. Dental Insurance: Mandatory enrollment: The City will contribute the Employee only cost for Delta Care USA insurance per month ("Dental Contribution") toward one of two dental plans. Additional coverage may be purchased through the Optional Benefits allocation. The Dental Contribution is included in the monthly benefit allowance.
3. The City shall provide each Employee with a vision plan, with the City paying the premium. The vision plan will be Vision Service Plan, Option B. The City will pay the premium up to the cost of the family plan.

4. Optional Benefits: Subject to the PEMHCA minimum and mandatory dental insurance enrollment premium as specified in above paragraphs 1 and 2, the City shall contribute the remaining amount of Employee's benefit allowance through a contribution to an Internal Revenue Code §125 Cafeteria Plan as follows:

<u>Health/Dental/Vision Benefit Allowance (per month)</u>	
City Council & Miscellaneous Executive Management	\$1,504.00
Public Safety Executive Management	\$1,548.50
Public Safety Management	\$1,445.50
Miscellaneous Management	\$1,402.00
Unrepresented Confidential Employees	\$1,072.00
Law Enforcement Recruits	\$ 620.00

- a. If the City's contribution exceeds the cost of the employee only coverage, the difference shall be contributed toward the cost of dependent coverage. No amount shall be given in cash as taxable income.
- b. If the premium cost of the health plan exceeds the City contribution, the employee shall pay through payroll deduction the difference between the monthly premium and the amount contributed by the City.
- c. Dependent enrollment will require proof of eligibility for dependent status including social security number, marriage, birth, and adoption certificates.

**SECTION 16. LIFE INSURANCE**

The City shall provide the City Council with Group Term Life and Accidental Death and Dismemberment (AD&D) insurance in the amount of \$35,000.

Executive and Management Employees shall be provided Group Term Life and AD&D insurance equal to their annual salary rounded to the nearest (next highest) one thousand dollars, plus an additional \$25,000 Term Life and AD&D policy.

The City shall provide Confidential and Unrepresented Employees with Group Term Life and AD&D insurance in the amount of \$25,000.

An optional Employee-paid Group Term Life insurance policy shall be offered to all full-time Executive, Management, Confidential, and Unrepresented Employees.

**SECTION 17. LONG TERM DISABILITY INSURANCE**

The City shall provide Executive, Management, and Confidential Employees with Group Long Term Disability (LTD) Insurance.

An optional Employee-paid Group LTD “buy-up benefit” shall also be offered to Executive, Management, and Confidential Employees.

Executive and Management Employees will receive 0.5% of their annual salary that may be used to buy additional LTD insurance from the City’s provider to achieve up to \$10,000 per month maximum benefits coverage. If the Employee does not desire additional LTD insurance or there is a portion of the 0.5% remaining, the Employee may apply part of or all of this 0.5% of annual salary benefit to the Employee’s deferred compensation account with the City’s deferred compensation program or take this amount as additional compensation.

**SECTION 18. RETIREE HEALTH INSURANCE**

**A. EMPLOYEES HIRED BEFORE JULY 1, 2011**

**Program Description**

For Employees hired before July 1, 2011 and retiring from the City on or after January 1, 2012 (“Tier II Retirees”), the City will provide a Premium Payment for the purpose of purchasing health coverage offered through CalPERS for the Tier II Retiree and their spouse in an amount not to exceed the monthly premium applicable to the coverage level for the retiree (i.e., One-Party or Two-Party) as shown in the chart below.

**Premium Payment**

The total Premium Payment shall be payable in the following form: (1) Public Employees' Medical and Hospital Care Act (“PEMHCA”) Minimum contribution payable directly to CalPERS, and (2) a reimbursement to the Tier II Retiree equal to the difference between the cost of the plan in which the Tier II Retiree enrolls, subject to the caps below, and the PEMHCA Minimum contribution (“Reimbursement”). If a retiree enrolls in a more expensive plan, they will be responsible for payment of any premium in excess of the capped amount.

	Tier II Non-Public Safety Classifications	Tier II Public Safety Executive and Management
One-Party (Retiree Only)	\$ 505.63*	\$ 605.63*
Two-Party (Retiree + Spouse)	\$ 1,011.26*	\$ 1,111.26*

*\* These amounts include the PEMHCA Minimum. The PEMHCA Minimum is paid directly to CalPERS, not to the eligible retiree.*

As specified below, the Reimbursement shall cease for the Tier II Retiree upon eligibility for Medicare coverage, and the Reimbursement shall cease for the spouse upon eligibility for Medicare coverage, or after 15 years, whichever occurs first.

### **Eligibility Requirements**

Tier II Retirees must be “eligible retirees” in order to receive the benefits described in this subsection. Eligible retirees must meet the following requirements:

1. **Executive Management Employees** who retire from the City on a service, disability, or industrial disability retirement must have a minimum of 15 years of public service, of which at least 5 continuous years of service are with the City of Arcadia.
2. **Management and Confidential Employees** who retire on a service, disability, or industrial disability retirement must have a minimum of 1,000 hours of accumulated sick leave at the date of retirement, except for Fire Safety Management Employees, who shall have a minimum of 1,500 hours.

A Management or Confidential Employee who has fewer than the required accumulated sick leave at the date of retirement may become eligible for the retiree health benefit by paying the City an amount equal to the Employee’s daily pay rate at the time of retirement times the number of hours needed to meet the 1,000 or 1,500 hours of accumulated sick leave requirement with the following restrictions:

- i. The Employee must have reached age 55 (50 for Fire Safety Management). This requirement is not applicable if the Employee is retiring due to disability or industrial disability retirement; and
- ii. The Employee must have worked full-time continuously for the City of Arcadia for a minimum of 15 years; and
- iii. The Employee would be limited to purchasing a maximum of 350 hours of sick leave (525 hours for Fire Safety Management) provided, however, upon verification of information from a qualified medical provider that an Employee has substantially depleted the Employee’s sick leave accrual due to an absence or absences caused by a serious illness or injury suffered by the Employee or a family dependent living in the Employee’s household, this purchase limitation of 350 hours will be excused.

3. **All retirees**, and if applicable, the retiree's spouse, must be enrolled in CalPERS retiree medical and maintain eligibility to continue in the CalPERS Health Program as stipulated by CalPERS in order to receive the City's Premium Payment. However, in the event a retiree or spouse is eligible for CalPERS retiree medical but is unable to secure such coverage because there are no CalPERS plans available in their place of residence, the retiree may receive the City's Reimbursement, provided the retiree submits sufficient proof to the City that they have obtained alternative coverage and have made the necessary premium payments. The retiree shall also notify the City immediately if such alternative coverage is cancelled or otherwise ceases. The retiree shall solely be responsible for obtaining and maintaining such alternative coverage.
4. **Termination of Eligibility:** An eligible retiree shall cease to be eligible for the City's Reimbursement upon becoming eligible for Medicare coverage. The retiree's spouse shall become ineligible for the City's Reimbursement upon becoming eligible for Medicare coverage or after 15 years, whichever occurs first. Accordingly, the City's Reimbursement will cease upon becoming ineligible.

B. EMPLOYEES HIRED ON OR AFTER JULY 1, 2011

Tier III Retirees. For Employees hired on or after July 1, 2011, that retire from the City and who remain enrolled in a CalPERS health plan after retirement ("**Tier III Retiree**"), the City will pay no more than the PEMHCA Minimum contribution, payable directly to CalPERS. Tier III Retirees shall not be reimbursed or otherwise receive payment from the City for health insurance premiums in excess of the PEMHCA Minimum contribution.

**SECTION 19. PHYSICAL EXAMINATIONS – MANAGEMENT**

Miscellaneous Executive and Management Employees have the option to receive a biannual comprehensive physical medical examination at no cost to the Employee. Public Safety Executive Management and Management Employees have the option to receive the physical annually, at no cost to the Employee. The City shall establish the terms and conditions of the physical examination.

**SECTION 20. LEAVES OF ABSENCE**

A. MISCELLANEOUS LEAVES OF ABSENCE

Upon the written request of an Employee stating the reasons therefore, the appointing power with the approval of the City Manager shall have power to grant leaves of absence with or without pay, subject to the following restrictions:

1. Length. Leave of absence with or without pay may be granted for a period not to exceed 1 year with the exception that military leaves may be granted for the

duration of a war or national emergency or as required by the Military and Veteran's Code.

2. Reason. A leave of absence may be granted, provided the Employee meets all other requirements set forth in this rule, who desires to attend school or college or to enter training to improve the quality of their service, who enters military service of the United States, who is temporarily incapacitated by illness, or who presents some other reasons equally satisfactory.
3. Right to Return. The granting of a leave of absence without pay confers upon the Employee the right to return to their classification before or at the expiration of their leave of absence. Therefore, a leave of absence shall be granted only to an Employee who intends to return to their classification with the City. An Employee who fails to report for work at the end of an approved leave will be deemed to have voluntarily resigned.
4. Service Record. A request for leave of absence will not be considered unless the Employee presenting the request has a satisfactory service record.
5. An Employee granted a leave of absence may be required by the appointing power or the City Manager to obtain and present a fitness for duty certification from a health care provider that the Employee is able to resume work. Failure to provide such certification will result in denial of restoration.
6. The granting of a leave of absence of 30 days or less, with or without pay, shall not constitute an interruption of service within the meaning of this subsection. The granting of a leave of absence with or without pay of more than 30 days shall constitute an interruption of service unless, in the action granting such leave of absence, it is provided that such leave of absence shall not constitute an interruption of service.
7. The City shall continue to provide health, dental, life, and disability insurance for an Employee granted a leave of absence for up to 30 calendar days. It shall be the responsibility of the Employee who wishes to continue any insurance coverage beyond the 30 calendar days to notify Human Resources of their intent to continue coverage and remit the full monthly premium for any coverage to the Administrative Services Department. However, if an Employee has accrued leaves and uses a minimum of 40 hours of leave per pay period, the City will continue normal health insurance contributions. The aforementioned leaves must be permissible with the specific use requirements of such leave.

B. FAMILY AND MEDICAL LEAVES

Upon the written request of an Employee, the City shall grant any and all Family Care and Medical Leaves as required by law.

**SECTION 21. VACATION ACCRUAL RATE**

**A. MISCELLANEOUS EXECUTIVE MANAGEMENT**

Miscellaneous Executive Management Employees, with the exception of temporary appointments, shall accumulate vacation for continuous years of fulltime service with the City of Arcadia, beginning with the first full pay period of employment, as shown below.

<b>Continuous Years of Service</b>	<b>Hours Per Pay Period</b>
Through completion of the 4 <sup>th</sup> year:	4.616
Beginning of the 5 <sup>th</sup> year through completion of the 9 <sup>th</sup> year:	5.231
Beginning of the 10 <sup>th</sup> year and beyond:	6.154

Additionally, Miscellaneous Executive Management Employees shall accumulate vacation at the rate of 6.154 hours per pay period after they have served 20 years in paid public service with all public agencies including at the City of Arcadia and any other public service organization where they were employed, subject to the written approval of the City Manager.

**C. SAFETY EXECUTIVE AND POLICE MANAGEMENT AND DEPUTY FIRE CHIEF**

Safety Executive Management Employees, and Employees in the classifications of Police Captain, Police Lieutenant, and Deputy Fire Chief, with the exception of temporary appointments, shall accumulate vacation for continuous years of fulltime service with the City of Arcadia, beginning with the first full pay period of employment, as shown below.

<b>Continuous Years of Service</b>	<b>Hours Per Pay Period</b>
Through completion of the 9 <sup>th</sup> year:	4.616
Beginning of the 10 <sup>th</sup> year through completion of the 14 <sup>th</sup> year:	6.770
Beginning of the 15 <sup>th</sup> year and beyond:	7.692

Additionally, upon hire, Safety Executive Management Employees with 20 years of paid public service with any public agencies including the City of Arcadia and any other public service organization, shall accumulate vacation at the rate of 7.692 hours per pay period, subject to the written approval of the City Manager.

D. MISCELLANEOUS MANAGEMENT & UNREPRESENTED CONF. EMPLOYEES

Miscellaneous Management and Confidential Employees, with the exception of temporary appointments, shall accumulate vacation for continuous years of fulltime service with the City of Arcadia, beginning with the first full pay period of employment, as shown below.

<b>Continuous Years of Service</b>	<b>Hours Per Pay Period</b>
Through completion of the 4 <sup>th</sup> year:	3.077
Beginning of the 5 <sup>th</sup> year through completion of the 9 <sup>th</sup> year:	4.616
Beginning of the 10 <sup>th</sup> year through completion of the 14 <sup>th</sup> year:	5.231
Beginning of the 15 <sup>th</sup> year and beyond:	6.154

D. BATTALION CHIEFS

Battalion Chiefs in the Fire Department on a 24-hour shift shall accumulate vacation for continuous years of fulltime service with the City of Arcadia, beginning with the first full pay period of employment, as shown below.

<b>Continuous Years of Service</b>	<b>Hours Per Pay Period</b>
Through completion of the 9 <sup>th</sup> year:	6.924
Beginning of the 10 <sup>th</sup> year through completion of the 14 <sup>th</sup> year:	10.154
Beginning of the 15 <sup>th</sup> year and beyond:	11.076

- A. Law Enforcement Recruits shall not accrue vacation leave.
- B. The City Manager may approve a higher vacation accrual rate based on total public agency work experience for new hires covered by this resolution.

**SECTION 22. VACATION LEAVE**

- A. **Required Use:** Executive and Management Employees shall take a minimum of 50% of their vacation days earned during the calendar year prior to the end of that calendar year.
- B. **Accrual Cap:** The remaining 50% of an Employee's vacation accrual shall be allowed to accumulate as shown below. Once an Employee has accumulated the

maximum amount, no more vacation will be accrued by the Employee until the Employee's accrual has been reduced below the maximum amount.

Employee Class	Accrual Cap (Maximum)
Executive Management Employees, and the classifications of Police Captain, Police Lieutenant, and Deputy Fire Chief	500 hours
All Other Management Employees and Confidential Employees	0-4 years of service: 400 hours 5-9 years of service: 400 hours 10-14 years of service: 500 hours 15+ years of service: 500 hours

When through work circumstances and needs of the job, an Employee has been unable to utilize vacation time and this has not been a pattern or practice for that Employee, the City Manager for good cause may approve excess accumulated vacation carried forward into the next fiscal/calendar year.

- C. **Sell Back:** Employees may sell back vacation time each calendar year at the hourly rate earned at the time the Employee opts to sell the time back subject to the following limitations:

Employee Class	Sell Back Hours Per Calendar Year
Miscellaneous Executive Management Employees	Up to 120
Safety Executive Management Employees	Up to 140
Miscellaneous Management Employees	Up to 80
Police Safety Management Employees	Up to 100
Deputy Fire Chief	Up to 100
Fire Battalion Chief (40-hour workweek)	Up to 100
Fire Battalion Chief (56-hour workweek)	Up to 150
Confidential Employees	Up to the amount of vacation used, by the date of request, not to exceed 80 hours.

**SECTION 23. SICK LEAVE FOR EXECUTIVE, MANAGEMENT, AND CONFIDENTIAL EMPLOYEES**

- A. Executive, Management, and Confidential Employees, with the exception of temporary appointments, assigned to a 40-hour workweek, shall accrue sick leave beginning with the first full pay period of employment on the basis of 3.693 hours for each pay period of service completed with the City or 1 hour for every 30 hours worked, whichever is greater. The maximum accrual per year is 96 hours. Management Employees assigned to a 56-hour workweek, with the exception of temporary appointments, shall accrue sick leave beginning with the first full pay period of employment on the basis of 5.54 hours for each pay period of service completed with the City or 1 hour for every 30 hours worked, whichever is greater. The maximum accrual per year is 144 hours.
- B. Paid sick leave will carry over each year of employment. Executive and Management Employees shall be allowed unlimited accumulation of sick leave. Confidential Employees may accumulate up to a maximum of 1,500 hours.
- C. Except as provided hereinafter, sick leave means authorized absence from duty of an employee who is temporarily disabled and unable to work due to one of the following:
  - i. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee
  - ii. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee's family member, which includes parent (biological, adoptive, foster parent, step parent, legal guardian, or a person who stood loco parentis when employee was a child), child (biological, adoptive, foster child, step child, legal ward, or a child to whom the employee stands loco parentis regardless of age or dependency status), spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent
  - iii. For an employee who is a victim of domestic violence, sexual assault, or stalking for the purposes described in Labor Code sections 230(c) and 230.1 (a).

An employee will make a reasonable effort to schedule medical appointments during non-working hours.

- D. If paid sick leave is taken for the diagnosis, care, or treatment of an existing health condition of, or preventive care of an employee or an employee's family member, the City Manager or designee may require an employee to provide medical certification or evidence of the reason for a sick leave absence that occurs after the employee has used the first 24 hours or 3 days, whichever is greater depending on the employee's regular scheduled workday, of paid sick leave in a year of

employment. The City Manager or designee may require a medical examination by a physician after the employee has used the first 24 hours or 3 days, whichever is greater depending on the employee's regular scheduled workday, of paid sick leave in a year of employment if the medical examination is job related and consistent with business necessity.

For leave pertaining to an employee who is a victim of domestic violence, sexual assault, or stalking, the City Manager or designee may request certification for unscheduled absences beginning on the first day of paid sick leave.

- E. Kin Care Leave: In addition to the prescribed purposes of paid sick leave in Section c. an employee may use up to one-half of their annual accrual of sick leave to care for and attend to a family member who is ill. Every effort shall be made to schedule medical appointments for an ill family member during non-working hours. Family members for purposes of Kin Care leave shall include parent (biological, adoptive, foster parent, step-parent, or legal guardian), child (biological, adoptive, foster child, step child, legal ward, a child of a registered domestic partner, or a child to whom the employee stands loco parentis regardless of age or dependency), spouse, or registered domestic partner.
- F. In case of absence due to illness, if the paid sick leave is foreseeable, the Employee shall notify their Department Director within reasonable advance notice. If the paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as possible. The minimum increment of use of paid sick leave shall be 30 minutes.
- G. The appointing power and City Manager may discipline an employee if sick leave is used for an inappropriate purpose.
- H. If an employee separates from employment with the City and is rehired within one year from separation, up to 48 hours or 6 days, whichever is greater depending on the employee's regular scheduled workday, of accrued and unused sick leave will be reinstated.
- I. Upon separation from the City of Arcadia, an employee who works in their final pay period, shall receive credit for that pay period's sick leave accrual based on the following:

Management Employees assigned to a 40-hour workweek

0 to 29 hours:	No accrual
30 to 59 hours:	1 hour
60 to 80 hours:	3.693 hours

Management Employees assigned to a 56-hour workweek

0 to 24 hours:	No accrual
25 to 55 hours:	2 hours
56 and above:	5.54 hours

Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Unused sick leave may be converted to retirement service credits, as may be permitted under applicable retirement system laws and regulations.

- J. Upon appointment, the City Manager may grant Department Directors a bank of sick leave, not to exceed 96 hours. This bank will be pro-rated for newly appointed Department Directors using five years as the maximum employment period and using 20% for each full year of employment. For example, a newly appointed Department Director that has been employed by the City for two years would be eligible for 40% of the 96 hours (rounded up to the next whole number).

**SECTION 24. BEREAVEMENT LEAVE**

At the time of death, or where death appears imminent, in the immediate family, an Employee, with the exception of temporary appointments, may be granted a leave of absence with pay, upon approval of the appointing power and the City Manager. Immediate family is defined as the spouse, the Employee or Employee's spouse's mother or stepmother, father or stepfather, brother or sister, child or stepchild, grandparents, grandchildren, domestic partner, or any relative of the Employee or Employee's spouse residing in the same household. Such leave, up to 4 working days at one time [or 6 working days if travel outside of the following Counties is required: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo, and Ventura], shall not be charged against sick or other leave. If more than the maximum days of Bereavement Leave provided in this Section is granted at one time, that amount over the limit shall be charged against sick or other leave. For Employees assigned to 24 hours shifts, a "day" means 12 hours or 1/2 shift.

**SECTION 25. MANAGEMENT LEAVE**

Executive and Management Employees shall be provided between 0 and 80 hours of Management Leave per fiscal year on a pro-rata basis as determined by the City Manager. This determination shall be based upon work circumstances, needs of the position, and frequency of required attendance at after-hour meetings and conferences. Such leave time is not accumulable, nor will compensation be paid in lieu thereof under any circumstances. When through work circumstances and needs of the job, an Employee has been unable to utilize Management Leave and this has not been a pattern or practice for that Employee, the City Manager, for good cause, may approve excess accumulated Management Leave carried forward in the next fiscal year.

**SECTION 26. WORKERS' COMPENSATION**

In those instances where an Executive, Management, or Confidential Employee is injured on duty and the injury is so recognized by the Workers' Compensation Act, the City of Arcadia, or the Workers' Compensation Appeal Board, such Employee shall be paid a combination of Workers' Compensation benefits and salary which will result in payment to the Employee of a sum equal to gross base salary. This sum will be paid for such time as the Employee is absent from duty because of such injury up to a maximum of one year for Executive and Management and 10 months for Confidential Employees from and after the date of such injury. Lost time due to an injury on duty shall not be charged against an Employee's accumulated sick leave.

**SECTION 27.        JURY LEAVE**

When an Employee is called or required to serve as a juror, attendance shall be deemed a leave of absence with full pay for up to 10 days per year. All days in excess of 10 days will not be compensated. The Employee shall remit to the City all fees received except mileage. For Employees assigned to an alternate workweek, pay for jury duty shall not be provided on regularly scheduled days off. The Employee shall be entitled to keep the fee paid for scheduled days off. Employees on Jury Service shall provide documentation that verifies attendance. If, after reporting for Jury Service, it is determined that the Employee's services are not required and the Employee is dismissed for the day, then the Employee, time permitting, is required to return to the job. Employees who cannot verify Jury Service attendance and Employees who do not return to work shall be subject to disciplinary action.

**SECTION 28.        COURT WITNESS LEAVE**

An Employee who is subpoenaed or required to appear in court as a witness shall be deemed to be on leave of absence. With approval of the appointing power and City Manager, an Employee may be granted leave with pay during their required absence. The Employee shall remit to the City fees received except mileage. A paid leave of absence shall not be granted for time spent in Court on personal cases.

**SECTION 29.        MILITARY LEAVE**

Any employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or the Naval Militia is entitled to a temporary military leave of absence as provided by applicable Federal Law and California State Law.

**SECTION 30.        LEAVE DONATIONS – INJURY/ILLNESS/DISABILITY**

- A.     Upon verification of information from a medical authority that an Employee or an Employee's family dependent living within their household, or the Employee's minor child, has been stricken by a serious/catastrophic illness or injury, and upon verification that the Employee is in danger of having their accumulated paid leave time depleted, an Employee may request, and the appointing power and City

Manager may determine that an Employee is eligible to receive donations of accumulated vacation/compensatory time.

- B. Upon determination that an Employee is eligible, a notice shall be distributed to all Employees advising that accumulated vacation leave or compensatory time hours may be donated to the eligible Employee.
- C. The minimum number of hours that may be donated by an Employee is 1 hour. The maximum donation by the Employee is 80 hours. Only full-hour increments of leave time are transferable. Donation of time is limited to accrued vacation or compensatory time, and does not include accrued sick leave, holidays, or any other accumulated leave.
- D. The Employee to whom the vacation/compensatory time is donated will be credited at the salary rate of the recipient, not the donor. Donated hours shall be converted to the dollar rate of the donor then transferred to hours at the recipient's rate.
- E. The donation of leave hours is irreversible. However, should the person receiving the donation not use all donated leave for the catastrophic illness/injury, the donor will not be charged for any unused hours.
- F. An Employee may not donate leave hours which would reduce their own total accrued leave balance of vacation, compensatory time, sick leave, and management leave to less than 160 hours.
- G. If any Employee is caring for a family dependent living within their household, or the Employee's minor child, their time away from work on donated leave shall not exceed 12 weeks in a 12 month period. A 12 month period is defined as a rolling period measured backward from the date leave is taken and continuous with each additional leave day taken.

**SECTION 31. LEAVE DEDUCTIONS**

Executive, Management, and Confidential Employees shall be deducted leave time (either sick, vacation, floating holiday, or management leave as appropriate) for absences from work for periods of less than a day (a full daily shift).

**SECTION 32. HOLIDAYS**

Executive, Management, and Confidential Employees other than Fire Safety Management Employees shall be allowed 8 hours (unless otherwise stated) of full pay for the following holidays:

New Year's Day  
Martin Luther King Jr. Day  
President's Day

January 1  
The third Monday in January  
The third Monday in February

Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Veteran's Day	November 11
Thanksgiving Day	The fourth Thursday in November
Day after Thanksgiving Day	The Friday following the fourth Thursday in November
Christmas Eve	December 24 (4 hours)
Christmas Day	December 25
New Year's Eve	December 31 (4 hours)
Floating Holiday	In lieu of Admission Day
Floating Holiday	(not assigned to a specific holiday)

Every day appointed by the City Council for a public fast, thanksgiving, or holiday.

- A. Whenever New Year's Day (January 1) Independence Day (July 4), Veteran's Day (November 11), or Christmas Day (December 25) falls on a Saturday or Sunday, the Friday preceding or the Monday following, respectively, shall be designated as the holiday.
- B. Floating holidays are to be scheduled by the Employee in the same manner as vacation leave and do not carry over into subsequent fiscal years. Failure to timely schedule the days off shall result in their loss.
- C. Full-time Employees in the Executive, Management, and Confidential unit employed on July 1 of the fiscal year shall conditionally accrue 8 hours of floating holiday for the aforementioned Holidays. If the Employee uses floating holiday leave and separates from City employment before the date upon which the floating holiday is designated (Admission Day), said floating holiday leave shall be repaid to the City through payroll deduction or deducted from the Employee's vacation leave bank. Employees hired after the beginning of the fiscal year shall accrue floating holidays only if the Employee is employed before the date on which the floating holiday is based (Admission Day). As an example, an Employee hired on July 15, would receive a floating holiday for Admission Day for that fiscal year. However, if that same Employee was hired on March 15, the Employee would not receive any floating holiday benefit for that fiscal year.
- D. A non-exempt Employee required to work or attend a class or function on any holiday allowed by this Section shall be paid for the holiday, and in addition, shall be compensated in accordance with the Fair Labor Standards Act (FLSA) applicable overtime rules in calculating regular rate of pay. The regular rate of pay calculation includes Longevity Pay. A holiday allowed by this Section occurring during any leave of absence shall be added to the number of working days' leave of absence to which such Employee is entitled.

- E. Executive Management, and Confidential Employees assigned to an alternate workweek may use accrued vacation time, accrued compensatory time, floating holiday time, or unpaid leave to make up the difference between the provided hours of holiday pay and the actual number of regularly scheduled working hours for a designated holiday.
- F. Executive, Management, and Confidential Employees who are assigned to an alternate work schedule shall receive 1 extra hour of holiday for any holiday that falls on a scheduled workday of 9 hours or more. For example, if a holiday falls on a day that an Employee is scheduled to work 9 hours, the Employee shall receive 9 hours of holiday pay.
- G. Management Employees assigned to the Fire Department and working a 56-hour workweek shall be limited to allow the following 12 hour holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Admission Day
President's Day	Columbus Day
Cesar Chavez Day	Thanksgiving Day
Independence Day	The Day After Thanksgiving
Labor Day	Christmas

In lieu of time off, the position of Battalion Chief working a 56-hour workweek shall receive 144 hours of regular rate of pay.

- H. The positions of Police Captain and Police Lieutenant have the option of receiving up to 25 hours of floating holiday pay in cash in lieu of taking the time off.

**SECTION 33. SEVERANCE PAY**

- A. An Employee, with the exception of temporary appointments and Department Directors, whose position is abolished or vacated by a reduction in workload or lack of funds and has at least 1 year of consecutive full-time service with the City shall receive, upon termination, severance pay. Severance pay shall be a lump sum payment equal to 1/5<sup>th</sup> of an Employee's previous month's salary times the number of years of consecutive service, not to exceed 10 years of service. Additionally, the City shall: 1) contract with a mental health carrier to provide transitional counseling services to affected Employees for up to 3 months; and 2) contract with a displacement service provider to provide professional guidance and assistance for the laid off Employee in their employment search for up to 3 months. The displaced Employee shall also receive one full month of paid health insurance (at the Employee's current coverage) in addition to any coverage remaining in the month of layoff.

- B. A Department Director whose position is abolished or vacated by a reduction in workload or lack of funds, or who is involuntarily removed from their position and has at least 1 year of consecutive full-time service with the City may receive, upon termination, severance pay. Severance pay as authorized by the City Manager, shall be a lump sum payment, and can be any amount up to 6 months' salary. The displaced Employee shall also receive paid health insurance (at the Employee's current coverage) in addition to any coverage remaining in the month of layoff or termination. The amount of paid health insurance coverage shall be equal to the length of the severance pay that was granted under this paragraph. At the discretion of the City Council, the severance pay and continuation of health benefits may be increased for an additional period of time.

**SECTION 34. WORKDAY SCHEDULES**

A workday shall be defined as an 8-hour period for all City Employees, with the exception that Fire Employees assigned to 24-hour shift; a day means a 12-hour period. A workday may be defined differently if an Employee is assigned to an alternative work schedule. An Employee who changes between an 8-hour and a 12-hour day shall have leave hours recalculated on the basis of the number of hours worked.

**SECTION 35. Y-RATING – MANAGEMENT EMPLOYEES**

Y-Rating occurs when a position is reclassified to a lower salary range and where an incumbent Employee continues to hold their current salary until the "Y-rating" process brings the Employee's salary to the top step of the new salary range for that position. Y-rating shall not be permissible for Executive Management Employees.

If a Y-Rated salary of an Employee is greater than 7.5% than the top step of a newly established salary range, then the Y-Rated salary shall be reduced by up to 5% the first pay period in January, and up to 5% the first pay period in July, until the range of the Y-Rated salary is equal to or less than the top step of the new salary range.

**SECTION 36. SICK LEAVE FOR PART TIME UNREPRESENTED EMPLOYEES, INCLUDING LAW ENFORCEMENT RECRUITS**

- A. Part-Time Unrepresented Employees, including Law Enforcement Recruits, shall accrue sick leave beginning with the first full pay period of employment on the basis of 1 hour for every 30 hours worked. The maximum accrual per year is 48 hours.

Paid sick leave will carry over each year of employment however an employee may only accumulate up to a maximum of 48 hours or 6 days, whichever is greater depending on the employee's regular scheduled workday, of sick leave with pay.

- B. If an employee separates from employment and is rehired within one year from separation, up to 48 hours or 6 days, whichever is greater depending on the

employee's regular scheduled workday, of accrued and unused sick leave will be reinstated.

- C. A waiting period of 90 days is required before an employee may be eligible to use paid sick leave. An employee who is rehired within one year from their date of separation, and who worked at least 90 days in the initial employment with the City may immediately use reinstated sick leave. An employee who had not worked 90 days in the initial employment with the City must work the remaining amount of the 90-day qualifying period to be able to use accrued sick leave with pay.
- D. If paid sick leave is taken for the diagnosis, care, or treatment of an existing health condition of, or preventive care of an employee or an employee's family member, the City Manager or designee may require an employee to provide medical certification or evidence of the reason for a sick leave absence that occurs after the employee has used the first 24 hours or 3 days, whichever is greater depending on the employee's regular scheduled workday, of paid sick leave in a year of employment. The City Manager or designee may require a medical examination by a physician after the employee has used the first 24 hours or 3 days, whichever is greater depending on the employee's regular scheduled workday, of paid sick leave in a year of employment if the medical examination is job related and consistent with business necessity

For leave pertaining to an employee who is a victim of domestic violence, sexual assault, or stalking, the City Manager or designee may request certification for unscheduled absences beginning on the first day of paid sick leave.

- E. Sick leave means paid authorized absence from duty of an Employee who is temporarily disabled and unable to work due to one of the following:
  - i. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee
  - ii. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee's family member, which includes parent (biological, adoptive, foster parent, step parent, legal guardian, or a person who stood loco parentis when employee was a child), child (biological, adoptive, foster child, step child, legal ward, or a child to whom the employee stands loco parentis regardless of age or dependency status), spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent
  - iii. For an employee who is a victim of domestic violence, sexual assault, or stalking for the purposes described in Labor Code sections 230(c) and 230.1 (a).

An employee will make a reasonable effort to schedule medical appointments during non-working hours.

- F. Kin Care Leave: In addition to the prescribed purposes of paid sick leave in Section d. an employee may use up to one-half of his/her annual accrual of sick leave to care for and attend to a family member who is ill. Every effort shall be made to schedule medical appointments for an ill family member during non-working hours. Family members for purposes of Kin Care leave shall include parent (biological, adoptive, foster parent, step-parent, or legal guardian), child (biological, adoptive, foster child, step child, legal ward, a child of a registered domestic partner, or a child to whom the employee stands loco parentis regardless of age or dependency), spouse, or registered domestic partner.
- G. In case of absence due to illness, if the paid sick leave is foreseeable, the Employee shall notify their supervisor within reasonable advance notice. If the paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as possible. The minimum increment of use of paid sick leave shall be 30 minutes.
- H. The appointing power and City Manager may discipline an employee if sick leave is used for an inappropriate purpose.
- I. Upon separation from the City of Arcadia, an employee who works in their final pay period, shall receive credit for that pay period's sick leave accrual based on the following:

0 to 29 hours:	No accrual
30 to 59 hours:	1 hour
60 to 80 hours:	2 hours

Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment.

**SECTION 37. FRINGE BENEFITS – ELIGIBILITY**

The City Council, Executive, Management, Confidential Employees, and Unrepresented benefitted Employees, as defined in Section 2 (including only those Employees who at minimum receive CalPERS Retirement Benefits and Health Insurance contributions) not represented by a recognized Employee organization, with the exception of temporary appointments, shall be entitled to receive the benefits provided by the City of Arcadia as specified in the Resolution adopting said benefits.

Part-Time Unrepresented Employees as defined in Section 2 shall be entitled to receive the sick leave benefits as provided in Section 36.

**SECTION 38. AMENDMENTS**

Any modifications or amendments to the terms of this Resolution shall be implemented by a City Council approved Resolution directing inclusion of the modification or amendment as part of this Resolution.

**SECTION 39.           CERTIFICATION – ADOPTION OF RESOLUTION**

The City Clerk shall certify to the adoption of Resolution No.7383. Passed, approved and adopted this 5th day of October 2021.

**EXHIBIT A**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2021 - JUNE 30, 2022**  
**EXECUTIVE MANAGEMENT/ASSISTANT CITY MANAGER - 3.0% COLA**

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
89E	Director of Library & Museum Services Director of Recreation & Community Services	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702
90E		\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044
91E		\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396
92E		\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754
93E		\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122
94E		\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500
95E		\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500	\$ 15,891
96E	Public Works Services Director	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500	\$ 15,891	\$ 16,286
97E	Administrative Services Director	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500	\$ 15,891	\$ 16,286	\$ 16,694
98E	Assistant City Manager/ Development Services Director	\$ 13,702	\$ 14,044	\$ 14,396	\$ 14,754	\$ 15,122	\$ 15,500	\$ 15,891	\$ 16,286	\$ 16,694	\$ 17,110

**SAFETY EXECUTIVE MANAGEMENT - 3.0% COLA**

99SE	Fire Chief	\$ 14,468	\$ 14,832	\$ 15,203	\$ 15,583	\$ 15,972	\$ 16,372	\$ 16,781	\$ 17,201	\$ 17,634	\$ 18,072
100SE	Police Chief	\$ 14,832	\$ 15,203	\$ 15,583	\$ 15,972	\$ 16,372	\$ 16,781	\$ 17,201	\$ 17,634	\$ 18,072	\$ 18,526

**EXHIBIT A**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2022 - JUNE 30, 2023**  
**EXECUTIVE MANAGEMENT/ASSISTANT CITY MANAGER - 3.0% COLA**

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
89E	Director of Library & Museum Services Director of Recreation & Community Services	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113
90E		\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465
91E		\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828
92E		\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197
93E		\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576
94E		\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965
95E		\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965	\$ 16,368
96E	Public Works Services Director	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965	\$ 16,368	\$ 16,775
97E	Administrative Services Director	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965	\$ 16,368	\$ 16,775	\$ 17,195
98E	Assistant City Manager/ Development Services Director	\$ 14,113	\$ 14,465	\$ 14,828	\$ 15,197	\$ 15,576	\$ 15,965	\$ 16,368	\$ 16,775	\$ 17,195	\$ 17,623

**SAFETY EXECUTIVE MANAGEMENT - 4.0% COLA**

99SE	Fire Chief	\$ 15,047	\$ 15,425	\$ 15,811	\$ 16,206	\$ 16,611	\$ 17,027	\$ 17,452	\$ 17,889	\$ 18,339	\$ 18,795
100SE	Police Chief	\$ 15,425	\$ 15,811	\$ 16,206	\$ 16,611	\$ 17,027	\$ 17,452	\$ 17,889	\$ 18,339	\$ 18,795	\$ 19,267

**EXHIBIT A  
CITY OF ARCADIA MONTHLY SALARY RANGE  
JULY 1, 2023 - JUNE 30, 2024  
EXECUTIVE MANAGEMENT/ASSISTANT CITY MANAGER - 4.0% COLA**

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
89E	Director of Library & Museum Services Director of Recreation & Community Services	\$ 11,753	\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678
90E		\$ 12,048	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044
91E		\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421
92E		\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805
93E		\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199
94E		\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604
95E		\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023
96E	Public Works Services Director	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023	\$ 17,446
97E	Administrative Services Director	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023	\$ 17,446	\$ 17,883
98E	Assistant City Manager/ Development Services Director	\$ 14,678	\$ 15,044	\$ 15,421	\$ 15,805	\$ 16,199	\$ 16,604	\$ 17,023	\$ 17,446	\$ 17,883	\$ 18,328

**SAFETY EXECUTIVE MANAGEMENT - 5.0% COLA**

99SE	Fire Chief	\$ 15,799	\$ 16,196	\$ 16,602	\$ 17,016	\$ 17,442	\$ 17,878	\$ 18,325	\$ 18,783	\$ 19,256	\$ 19,735
100SE	Police Chief	\$ 16,196	\$ 16,602	\$ 17,016	\$ 17,442	\$ 17,878	\$ 18,325	\$ 18,783	\$ 19,256	\$ 19,735	\$ 20,230

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
58M	Management Aide	\$ 5,102	\$ 5,231	\$ 5,361	\$ 5,495	\$ 5,634	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372
59M	Buyer	\$ 5,231	\$ 5,361	\$ 5,495	\$ 5,634	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532
60M		\$ 5,361	\$ 5,495	\$ 5,634	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694
61M		\$ 5,495	\$ 5,634	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864
62M		\$ 5,634	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034
63M	Accountant Recreation Supervisor	\$ 5,772	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210
64M	Purchasing Officer	\$ 5,921	\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389
65M		\$ 6,064	\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575
66M		\$ 6,215	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764
67M	Human Resources Analyst	\$ 6,372	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959
68M	Crime Analyst/Investigative Support Specialist Management Analyst	\$ 6,532	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159
69M	Senior Accountant	\$ 6,694	\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361
70M		\$ 6,864	\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571
71M		\$ 7,034	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787
72M	Environmental Services Manager Police Records Manager Senior Human Resources Analyst Senior Management Analyst Transportation Services Manager	\$ 7,210	\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005
73M		\$ 7,389	\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230
74M		\$ 7,575	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461
75M	Accounting Supervisor	\$ 7,764	\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697
76M		\$ 7,959	\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941
77M		\$ 8,159	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188
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	\$ 8,361	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443
79M	Information Technology Manager Principal Civil Engineer	\$ 8,571	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705
80M	Fire Marshal	\$ 8,787	\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972
81M		\$ 9,005	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
82M	Building Official Economic Development Manager	\$ 9,230	\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527
83M		\$ 9,461	\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817
84M		\$ 9,697	\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112
85M		\$ 9,941	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416
86M	Financial Services Manager/Treasurer Human Resources Administrator	\$ 10,188	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724
87M	Deputy City Manager Deputy Public Works Services Director Planning and Community Development Administrator	\$ 10,443	\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041
88M		\$ 10,705	\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365
89M		\$ 10,972	\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702
90M		\$ 11,248	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044
91M	Deputy Director of Development Services/City Engineer	\$ 11,527	\$ 11,817	\$ 12,112	\$ 12,416	\$ 12,724	\$ 13,041	\$ 13,365	\$ 13,702	\$ 14,044	\$ 14,396

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
58M	Management Aide	\$ 5,255	\$ 5,388	\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563
59M	Buyer	\$ 5,388	\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728
60M		\$ 5,522	\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895
61M		\$ 5,660	\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070
62M		\$ 5,803	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245
63M	Accountant Recreation Supervisor	\$ 5,945	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426
64M	Purchasing Officer	\$ 6,099	\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611
65M		\$ 6,246	\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802
66M		\$ 6,401	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997
67M	Human Resources Analyst	\$ 6,563	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198
68M	Crime Analyst/Investigative Support Specialist Management Analyst	\$ 6,728	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404
69M	Senior Accountant	\$ 6,895	\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612
70M		\$ 7,070	\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828
71M		\$ 7,245	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051
72M	Environmental Services Manager Police Records Manager Senior Human Resources Analyst Senior Management Analyst Transportation Services Manager	\$ 7,426	\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275
73M		\$ 7,611	\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507
74M		\$ 7,802	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745
75M	Accounting Supervisor	\$ 7,997	\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988
76M		\$ 8,198	\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239
77M		\$ 8,404	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494
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	\$ 8,612	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756
79M	Information Technology Manager Principal Civil Engineer	\$ 8,828	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026
80M	Fire Marshal	\$ 9,051	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301
81M		\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
82M	Building Official Economic Development Manager	\$ 9,507	\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873
83M		\$ 9,745	\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172
84M		\$ 9,988	\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475
85M		\$ 10,239	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788
86M	Financial Services Manager/Treasurer Human Resources Administrator	\$ 10,494	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106
87M	Deputy City Manager Deputy Public Works Services Director Planning and Community Development Administrator	\$ 10,756	\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432
88M		\$ 11,026	\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766
89M		\$ 11,301	\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113
90M		\$ 11,585	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465
91M	Deputy Director of Development Services/City Engineer	\$ 11,873	\$ 12,172	\$ 12,475	\$ 12,788	\$ 13,106	\$ 13,432	\$ 13,766	\$ 14,113	\$ 14,465	\$ 14,828

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
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 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		\$ 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
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

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
82M	Building Official 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		\$ 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 Planning and Community Development Administrator	\$ 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		\$ 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	Deputy Director of Development Services/City Engineer	\$ 12,348	\$ 12,659	\$ 12,974	\$ 13,300	\$ 13,630	\$ 13,969	\$ 14,317	\$ 14,678	\$ 15,044	\$ 15,421

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
910	Police Lieutenant	\$ 11,530	\$ 11,818	\$ 12,113	\$ 12,416	\$ 12,728	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398
920	Fire Battalion Chief	\$ 11,818	\$ 12,113	\$ 12,416	\$ 12,728	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398	\$ 14,758
930		\$ 12,113	\$ 12,416	\$ 12,728	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398	\$ 14,758	\$ 15,128
940		\$ 12,416	\$ 12,728	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398	\$ 14,758	\$ 15,128	\$ 15,505
950		\$ 12,728	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398	\$ 14,758	\$ 15,128	\$ 15,505	\$ 15,895
960	Deputy Fire Chief Police Captain	\$ 13,043	\$ 13,370	\$ 13,704	\$ 14,049	\$ 14,398	\$ 14,758	\$ 15,128	\$ 15,505	\$ 15,895	\$ 16,292

**EXHIBIT A**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2022 - JUNE 30, 2023**  
**Safety Management - 4.0% COLA**

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
910	Police Lieutenant	\$ 11,992	\$ 12,291	\$ 12,598	\$ 12,913	\$ 13,237	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974
920	Fire Battalion Chief	\$ 12,291	\$ 12,598	\$ 12,913	\$ 13,237	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974	\$ 15,348
930		\$ 12,598	\$ 12,913	\$ 13,237	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974	\$ 15,348	\$ 15,733
940		\$ 12,913	\$ 13,237	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974	\$ 15,348	\$ 15,733	\$ 16,125
950		\$ 13,237	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974	\$ 15,348	\$ 15,733	\$ 16,125	\$ 16,530
960	Deputy Fire Chief Police Captain	\$ 13,565	\$ 13,905	\$ 14,252	\$ 14,611	\$ 14,974	\$ 15,348	\$ 15,733	\$ 16,125	\$ 16,530	\$ 16,943

**EXHIBIT A**  
**CITY OF ARCADIA MONTHLY SALARY RANGE**  
**JULY 1, 2023 - JUNE 30, 2024**  
**Safety Management - 5.0% COLA**

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
910	Police Lieutenant	\$ 12,591	\$ 12,905	\$ 13,228	\$ 13,558	\$ 13,899	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723
920	Fire Battalion Chief	\$ 12,905	\$ 13,228	\$ 13,558	\$ 13,899	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723	\$ 16,115
930		\$ 13,228	\$ 13,558	\$ 13,899	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723	\$ 16,115	\$ 16,519
940		\$ 13,558	\$ 13,899	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723	\$ 16,115	\$ 16,519	\$ 16,931
950		\$ 13,899	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723	\$ 16,115	\$ 16,519	\$ 16,931	\$ 17,357
960	Deputy Fire Chief Police Captain	\$ 14,243	\$ 14,600	\$ 14,965	\$ 15,341	\$ 15,723	\$ 16,115	\$ 16,519	\$ 16,931	\$ 17,357	\$ 17,790

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
56U	Human Resources Technician	\$ 4,724	\$ 4,843	\$ 4,966	\$ 5,087	\$ 5,216	\$ 5,345	\$ 5,481	\$ 5,615	\$ 5,756	\$ 5,899
57U		\$ 4,843	\$ 4,966	\$ 5,087	\$ 5,216	\$ 5,345	\$ 5,481	\$ 5,615	\$ 5,756	\$ 5,899	\$ 6,047
58U		\$ 4,966	\$ 5,087	\$ 5,216	\$ 5,345	\$ 5,481	\$ 5,615	\$ 5,756	\$ 5,899	\$ 6,047	\$ 6,199
59U		\$ 5,087	\$ 5,216	\$ 5,345	\$ 5,481	\$ 5,615	\$ 5,756	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354
60U	Executive Assistant	\$ 5,216	\$ 5,345	\$ 5,481	\$ 5,615	\$ 5,756	\$ 5,899	\$ 6,047	\$ 6,199	\$ 6,354	\$ 6,513

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
56U	Human Resources Technician	\$ 4,865	\$ 4,989	\$ 5,115	\$ 5,240	\$ 5,373	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,929	\$ 6,076
57U		\$ 4,989	\$ 5,115	\$ 5,240	\$ 5,373	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,929	\$ 6,076	\$ 6,229
58U		\$ 5,115	\$ 5,240	\$ 5,373	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,929	\$ 6,076	\$ 6,229	\$ 6,385
59U		\$ 5,240	\$ 5,373	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,929	\$ 6,076	\$ 6,229	\$ 6,385	\$ 6,545
60U	Executive Assistant	\$ 5,373	\$ 5,506	\$ 5,645	\$ 5,784	\$ 5,929	\$ 6,076	\$ 6,229	\$ 6,385	\$ 6,545	\$ 6,708

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

Range Number	Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
56U	Human Resources Technician	\$ 5,060	\$ 5,188	\$ 5,320	\$ 5,449	\$ 5,588	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,166	\$ 6,319
57U		\$ 5,188	\$ 5,320	\$ 5,449	\$ 5,588	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,166	\$ 6,319	\$ 6,478
58U		\$ 5,320	\$ 5,449	\$ 5,588	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,166	\$ 6,319	\$ 6,478	\$ 6,640
59U		\$ 5,449	\$ 5,588	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,166	\$ 6,319	\$ 6,478	\$ 6,640	\$ 6,806
60U	Executive Assistant	\$ 5,588	\$ 5,726	\$ 5,871	\$ 6,015	\$ 6,166	\$ 6,319	\$ 6,478	\$ 6,640	\$ 6,806	\$ 6,976



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Tiffany Lee, P.E., Interim Principal Civil Engineer

**SUBJECT:** RESOLUTION NO. 7642 ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017  
**CEQA: Not a Project**  
**Recommendation: Adopt**

## **SUMMARY**

On April 28, 2017, the Governor signed Senate Bill 1 (“SB 1”), which is known as the Road Repair and Accountability Act of 2017. SB 1 was enacted to address funding deficiencies for municipalities to perform routine maintenance and rehabilitation, and to address safety concerns on local streets and roads. In November 2017, the City started receiving Road Maintenance and Rehabilitation Account (“RMRA”) funding. For the City to continue to receive this funding, Arcadia must identify specific projects and show proof that the funds are budgeted in the City’s Fiscal Year 2025-26 Capital Improvement Program (“CIP”).

It is recommended that the City Council adopt Resolution No. 7642, adopting a list of projects for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017. The total budgeted amount of RMRA funding included in the Fiscal Year 2025-26 CIP for street and road repairs is \$1,500,000.

## **BACKGROUND**

On April 28, 2017, Governor Jerry Brown signed SB 1 into law to address road maintenance, rehabilitation, and critical safety projects on local streets and roads. SB 1 is funded through an increase in gasoline fuel excise taxes, diesel fuel sales taxes, and vehicle registration fees. A percentage of the new RMRA funding has been apportioned by formula to eligible cities and counties to enhance existing street Maintenance of Effort (“MOE”) levels. The MOE for each City was established by the State Controller’s Office and is based on the average amount of monies spent on local-street and road projects, during Fiscal Years 2017-18, 2018-19, and 2019-20.

To receive RMRA funding, the City must continue to budget and spend that three-year average of discretionary funds on street improvement projects. The idea behind this approach is for cities to continue current funding levels to improve streets and roads, enhancing this effort with the additional RMRA funding.

The City of Arcadia's three-year average MOE is \$2,015,411. A total of \$2,030,758 in street related General Fund expenditures were recorded during the previous reporting period, exceeding the MOE average and making the City eligible to receive RMRA funding this year. It is estimated that the City of Arcadia will receive approximately \$1,492,270 in RMRA funding in Fiscal Year 2025-26. It is important to note that while other transportation funds, including Measure R, Measure M, and Highway Users Tax Act ("HUTA"), may be used for street maintenance and rehabilitation, such funds may not be used to meet the MOE three-year average requirement.

RMRA funds can only be used for projects that include road maintenance and rehabilitation, road safety projects, railroad grade separations, traffic control devices, and complete street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm water capture projects.

## **DISCUSSION**

Prior to receiving an apportionment of RMRA funds, the City must annually submit a list of proposed projects that will utilize RMRA funds in the upcoming Fiscal Year to the California Transportation Commission ("CTC"). Subsequently, the proposed projects must be approved and adopted as part of the City's Operating or CIP budgets, or later amended into the budget. The following project is proposed for submission to the CTC to receive RMRA funding, and is included in the City's Fiscal Year 2025-26 Capital Improvement Program:

**Fiscal Year 2025-26 Pavement Rehabilitation Program** – The project will resurface approximately 1.1 miles of City roadways with rubberized asphalt. Roadway segments include Altura Road (from Monte Verde Drive to Encanto Drive), Campesina Road (from Catalpa Road to Volante Drive), Don Pablo Drive (from Foothill Boulevard to Cul de Sac end), Oakwood Drive (from Virginia Drive to Grand View Avenue), and White Oak Drive (from Elkins Avenue to Highland Oaks Drive). Other repair items to be included in the proposed project schedule are localized asphalt concrete dig-out repairs and minor repairs to concrete curb and gutters, sidewalks, and cross gutters.

## **ENVIRONMENTAL ANALYSIS**

This action of adopting a list of proposed funding allocations 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. CEQA will be reviewed, as appropriate, for each project listed in the proposed resolution, when those plans are effectuated.

**FISCAL IMPACT**

The total amount of RMRA funding that will be included in the Fiscal Year 2025-26 Capital Improvement Program for street and road repairs is \$1,500,000. This amount includes all balances that were remaining from previous RMRA funding. It has been estimated that the City of Arcadia will receive approximately \$1,492,270 in funds from RMRA. Any unused funds from the upcoming Fiscal Year can be carried over and used in the following years.

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7642 adopting a list of projects for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017.

Approved:

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

Attachment: Resolution No. 7642

RESOLUTION NO. 7642

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 ("SB1"), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Arcadia are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Arcadia must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account ("RMRA"), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Arcadia, will receive an estimated \$1,492,270 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, this is the ninth year in which the City of Arcadia is receiving SB 1 funding and such funding will enable the City of Arcadia to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Arcadia has undergone a robust public process to ensure

public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Arcadia used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Arcadia maintain and rehabilitate streets/roads throughout the City of Arcadia this year and continue similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Road Needs Assessment found that the City of Arcadia streets and roads are in a "Lower Risk" condition, and this revenue will help us increase the overall quality of our road system, and over the next decade will bring our streets and roads into a "Good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits Statewide.

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

1. **Fiscal Year 2025-26 Pavement Rehabilitation Program:** The project is to be adopted into the City's Fiscal Year 2025-26 Capital Improvement Program.

- a. **Anticipated Funding Sources:** RMRA fund \$1,500,000
- b. **Project Description:** This project will resurface approximately 1.1 miles of City roadways with rubberized asphalt. Work includes pavement rehabilitation/reconstruction to extend the roadway service life. Other repair items to be included in the scope of work are localized AC dig-out repairs and minor repairs to concrete curb and gutter, sidewalk, and cross gutters. All striping and pavement markers will be installed upon completion of the paving.
- c. **Project Location:**
- Altura Road (from Monte Verde Drive to Encanto Drive)
  - Campesina Road (from Catalpa Road to Volante Drive)
  - Don Pablo Drive (from Foothill Boulevard to end of Cul de Sac)
  - Oakwood Drive (from Virginia Drive to Grand View Avenue)
  - White Oak Drive (from Elkins Avenue to Highland Oaks Drive)
- d. **Proposed Schedule:**
- Start construction in Summer 2026
  - Complete construction in the Winter 2026
- e. **Estimated Useful Life:** 20 years.

SECTION 3. The adoption of this Resolution constitutes the approval of the foregoing projects to be submitted to the California Transportation Commission.

SECTION 4. The City Manager, or his designee, is hereby authorized to execute all documents necessary to implement and secure any and all funds that may become available to the City from RMRA.

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


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

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Director of Library and Museum Services

**SUBJECT:** DONATION OF \$30,000 FROM THE FRIENDS OF THE ARCADIA PUBLIC LIBRARY FOR LIBRARY PROGRAMMING  
**CEQA: Not a Project**  
**Recommendation: Accept**

## SUMMARY

The Friends of the Arcadia Public Library have offered a donation of \$30,000 to fund Library programming, including the popular summer reading programs and teen programming. According to the Arcadia City Charter and Resolution No. 7514, gifts or donations over \$10,000 are subject to approval by the City Council. It is recommended that the City Council accept this donation of \$30,000 for children's and teen programming at the Arcadia Public Library for Fiscal Year 2025-26.

## 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 fund ongoing programming for children and teens. The Friends of the Arcadia Public Library raise funds through the sales of used books by the Friends Bookstore, located inside the Arcadia Public Library. The Friends also raise funds through Friends memberships from the community. This past year, they hosted several daylong book sales that also helped to boost sales and have begun selling gently used items on eBay as well.

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 City Charter Section 1218 and Resolution No. 7514.

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

June 17, 2025

Page 2 of 2

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

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

### **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 accept a donation of \$30,000 from the Friends of the Arcadia Public Library for Library programming.

Approved:

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



# STAFF REPORT

Administrative Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Henry Chen, Administrative Services Director

**SUBJECT:** STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-26  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

In compliance with the California Government Code Section 53646(a)(2) and the City's Statement of Investment Policy to delegate investment responsibility and to adopt the policy annually, it is recommended that the City Council approve and adopt the updated Investment Policy for Fiscal Year 2025-26.

## **DISCUSSION**

The Statement of Investment Policy is intended to provide guidelines for the prudent investment of City funds and to outline procedures for maximizing the efficiency of the City's cash management system. In addition to being in compliance with all applicable City resolutions, California statutes, and Federal regulations, this Statement's ultimate goal, is to enhance the economic status of the City while protecting its invested funds.

The City's Statement of Investment Policy includes the following sections, and a copy of the policy is enclosed:

- Scope
- Objectives
- Delegation of Authority
- Prudence
- Ethics and Conflicts of Interest
- Authorized Securities and Transactions
- Selection of Broker/Dealer
- Portfolio Maturities and Liquidity
- Competitive Transactions
- Safekeeping and Custody
- Portfolio Performance
- Reporting

- Policy Review

The City's Statement of Investment Policy has been carefully reviewed and there are no changes proposed for Fiscal Year 2025-26.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

There is no direct fiscal impact from adopting this Statement of Investment Policy; however, the document is intended to improve the overall fiscal health of the City by prioritizing, in order, safety, liquidity, and yield when investing City funds.

### **RECOMMENDATION**

It is recommended that the City Council determine that this does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve the Statement of Investment Policy for Fiscal Year 2025-26.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachment: Proposed Statement of Investment Policy for Fiscal Year 2025-26

**City of Arcadia  
Statement of Investment Policy  
Fiscal Year 2025-26**

The City of Arcadia (the “City”), incorporated in 1903 is located approximately 20 miles northeast of downtown Los Angeles in the San Gabriel Valley, at the base of the San Gabriel Mountains. It is the site of the Santa Anita Park racetrack and home to the Los Angeles County Arboretum and Botanic Garden. The City is a charter city and operates under a council/manager form of government (Charter Section 300). The City is governed by a city council (the “Council”) of five members elected at-large (Charter Section 400), whom selects the City Manager (Charter Section 600). The Arcadia Redevelopment Agency is a component unit of the City, which was established in 1968 and governed by the same Council and City Manager. The Redevelopment Agency was ceased in 2013 due to a change in state law; however, the City remains the custodian of funds and serves as the Successor Agency to the Arcadia Redevelopment Agency. Hereinafter the City and Successor Agency are collectively referenced as the “the City”.

The Council has adopted this Investment Policy to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All City funds will be invested in accordance with this Investment Policy and with applicable sections of the California Government Code.

This Investment Policy was endorsed and adopted by the City Council of the City of Arcadia on June 4, 2024. It replaces any previous investment policy or investment procedures of the City, unless otherwise directed by the City Council.

**SCOPE**

The provisions of this Investment Policy shall apply to all financial assets of the City as accounted for in the City’s Annual Comprehensive Financial Report, except for retirement funds held in trusts. Deposits with banks under the provision California Government Code’s “Deposit of Funds” provisions are excluded from this Policy’s requirements.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds monthly.

**OBJECTIVES**

The City’s funds shall be invested in accordance with the City Municipal Code, all applicable City resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.

3. Attainment of a market rate of return.
4. Diversification to avoid incurring unreasonable market risks.

### **DELEGATION OF AUTHORITY**

The management responsibility for the City's investment program is delegated annually by the City Council to the City Treasurer pursuant to California Government Code Section 53607. The City's Administrative Services Director also serves as the City Treasurer. The Administrative Services Director has been delegated by the City Manager to oversee the City's investment and finance operation and has ultimate responsibility of the investment operation. The Administrative Services Director may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to the Accounting Supervisor. No person may engage in an investment transaction except as expressly provided under the terms of this Investment Policy.

The City Treasurer shall maintain a system of internal controls, consistent with this Investment Policy, for the operation of the City's investment program. Such a system shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

### **PRUDENCE**

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states,

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.*

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The City Treasurer and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

## ETHICS AND CONFLICTS OF INTEREST

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Also, elected officials and employees involved in the investment process shall not participate in any decision on behalf of the City in which they have a financial interest as set forth in the Political Reform Act of the State of California and related regulations. The City Manager, the Administrative Services Director, City Treasurer, and any other staff authorized to engage in investment operation shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

## AUTHORIZED SECURITIES AND TRANSACTIONS

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds. Any revisions or extensions of these code sections will be assumed to be part of this Investment Policy immediately upon being enacted.

The City has further restricted the eligible types of securities and transactions as follows. Percentage holding limits listed in this Policy apply at the time the security is purchased. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type; excluding U.S. Treasuries, federal agencies, supnationals, and pooled investments such as LAIF, money market funds, or local government investment pools. Credit ratings, where shown, specify the minimum credit rating category required at purchase. Securities that have been downgraded after purchase to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

1. United States Treasury bills, notes or bonds with a final maturity not exceeding five years from the date of trade settlement. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.
2. Federal Instrumentality Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the City's portfolio that may be invested in this category.
3. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in items 1 and 2 above with the maturity of the collateral not exceeding five years. For the purpose of this section, the term collateral shall mean purchased securities under

the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a Primary Dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The City Treasurer shall maintain a copy of the City's approved Master Repurchase Agreement and a list of the broker/dealers who have executed same.

4. Supranational Obligations United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less from the date of trade settlement, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by one Nationally Recognized Statistical Rating Organizations ("NRSRO"). A maximum of 30% the City's portfolio may be invested in this category.
5. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by one NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either Subparagraph A or B below:
  - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five hundred million dollars (\$500,000,000) and (3) have debt other than commercial paper, if any, that is rated in a rating category of "A" or the equivalent or higher by one NRSRO.
  - B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond, and (3) have commercial paper that is rated at least "A-1" or the equivalent by one NRSRO.

The aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio. If the City's assets under management exceed \$100 million, then the aggregate investment in commercial paper shall not exceed 40% of the City's total portfolio.

6. Eligible Bankers Acceptances with a maturity not exceeding 180 days from the date of trade settlement, issued by a national bank with combined capital and surplus of at least \$250 million, whose deposits are insured by the FDIC, and whose senior long-term debt is rated in a rating category of "A" or the equivalent or higher by one NRSRO

at the time of purchase. The aggregate investment in banker's acceptances shall not exceed 15% of the City's total portfolio.

7. Medium Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium Term Notes must be rated in a rating category of "A" or higher by one NRSRO at the time of purchase with a final maturity not exceeding five years from the date of trade settlement. A maximum of 30% of the City's portfolio may be invested in this category.
8. Asset-Backed Securities A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond For securities eligible for investment under this subdivision not issued or guaranteed by an agency or issuer identified in subdivisions (1) or (2) above, the following limitations apply:
  - A. The security shall be rated in a rating category of "AA" or its equivalent or better by one NRSRO and have a maximum remaining maturity of five years or less from the date of trade settlement.
  - B. A maximum of 20% of the City's portfolio may be invested in this category.
9. Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Section 53601(i), which limits the amount that may be invested in this category to 30% of the City's portfolio.
10. Non-Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of non-negotiable certificates of deposits are subject to the requirements of Sections 53601(n) and 53638 and shall be fully insured by the FDIC or NCUA with a corresponding certification number. A maximum of 20% the City's portfolio may be invested in this category.
11. Placement Service Deposits Private sector entities may be used to place bank deposits subject to the limitations of Sections 53601.8. All deposits shall be fully insured by the FDIC. A maximum of 20% the City's portfolio may be invested in this category.
12. State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. The maximum amount of the City's portfolio that may be invested in this category is subject to LAIF's limit for general accounts.
13. Money Market Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) are Government Money Market Funds; and (3) have a rating of at least

AAA or the equivalent by one NRSRO. The aggregate investment in money market funds shall not exceed 20% of the City's total portfolio.

14. Local Government Investment Pools Shares of beneficial interest issued by a joint powers' authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Government Code. The City will limit investments to LGIPs that have a rating of AAA or the equivalent by one NRSRO.

15. Municipal & State Obligations:

- A. Municipal bonds including registered notes or bonds of any of the 50 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 states.
- B. In addition, bonds, notes, warrants, or other evidence of indebtedness of any local agency in California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Municipal bonds must be rated in a rating category of "A" or the equivalent or higher by one NRSRO with maturities not exceeding five years from the date of trade settlement. The aggregate investment in municipal bonds may not exceed 20% of the portfolio.

## **PROHIBITED INVESTMENTS**

The City shall not invest in any investment authorized by the Government Code but not explicitly listed in this Policy without the prior approval of the City Council. Furthermore, the City will not invest in inverse floaters, range notes, mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity, except as allowed by Government Code Section 53601.6. The City may hold any previously permitted but currently prohibited investments until their maturity dates.

## **SELECTION OF BROKER/DEALERS**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the City's account.

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. Such Broker/Dealers will be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code and the list of approved firms shall be provided to the City on an annual basis or upon request. The

investment advisory firms shall perform due diligence reviews on all the brokers included on their list, and ensure all purchases are allowable by this investment policy.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the City's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Policy.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 4 of the Authorized Securities and Transactions section of this Investment Policy.

### **PORTFOLIO MATURITIES AND LIQUIDITY**

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of trade settlement.

### **COMPETITIVE TRANSACTIONS**

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded.

If the City is offered security for which there is no other readily available competitive offering, then City Treasurer will document quotations for comparable or alternative securities.

### **SAFEKEEPING AND CUSTODY**

The City Treasurer, after review and approval by the Administrative Services Director and City Manager, shall select one or more banks to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

Custodian banks will be selected based on their ability to provide services for the City's account and the competitive pricing of their safekeeping-related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank or its Depository Trust Company ("DTC") participant account.

All Fed wireable book entry securities owned by the City shall be held in the Federal Reserve System in a customer account for the custodian bank which will name the City as "customer."

All DTC eligible securities shall be held in the custodian bank's DTC participant account and the custodian bank shall provide evidence that the securities are held for the City as "customer."

### **PORTFOLIO PERFORMANCE**

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity.

### **REPORTING**

Monthly, the City Treasurer shall submit to the Administrative Services Director, the City Manager, and the City Council a report of the investment earnings including weighted average rate of return and performance results of the City's investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
2. A description of the funds, investments, and programs;
3. A monthly report of investment transactions;
4. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
5. A statement of compliance with the investment policy or an explanation for non-compliance; and
6. A statement of the ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case.

### **POLICY REVIEW**

This Investment Policy shall be adopted annually by the City Council. It shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield, and diversification and its relevance to current law and economic trends. Amendments to this Investment Policy shall be approved by the Council.



# STAFF REPORT

Office of the City Clerk

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH VRC COMPANIES, LLC, FOR DOCUMENT MANAGEMENT SOFTWARE AND MAINTENANCE SUPPORT IN THE AMOUNT OF \$34,268.75

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

The City Clerk's Office maintains a Professional Services Agreement ("Agreement") with VRC Companies, LLC, for Laserfiche document management software and maintenance support services. The three-year Agreement was executed in 2021, with the option of two additional one-year extensions. The annual Agreement with VRC Companies, LLC is set to expire on June 30, 2025, and Amendment No. 4 will be the final extension, prior to soliciting bids for future services. The total annual renewal cost is \$23,228.75 and covers document retention and access to the public records portal for 10 users at one time.

In addition to the annual Agreement for services, during the Fiscal Year 2025-26 Budget adoption, the City Council approved \$11,100 to purchase a one-time expansion in the number of user licenses for the public records portal. The \$11,100 budget will increase the number of concurrent user licenses from 10 to 25, so public documents can be accessed online without much limitation. The combination of the annual contract renewal costs (\$23,228.75) and the one-time license upgrade (\$11,040) exceed the City Manager's \$30,000 signature authority and now require City Council approval.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute Amendment No. 4 to the Professional Services Agreement with VRC Companies, LLC, to extend the term and increase the number of user licenses for the City's records portal, in the amount of \$34,268.75.

## **BACKGROUND**

Since 2006, the City Clerk's Office has used Laserfiche as its document management software system to store, share, and retrieve electronic files and documents. The system has improved consistency in document indexing, enabled interdepartmental access and sharing, expedited records conversion projects, and helped ensure adequate storage and access to public records, in accordance with the City's Records Retention Schedule (updated via Resolution No. 7539), and the California Public Records Act ("PRA").

Laserfiche requires that its customers purchase and maintain user licenses to access records kept in its system. These licenses, along with software maintenance and support, are acquired through authorized resellers such as VRC Companies, LLC. Arcadia purchases two types of licenses for access to Laserfiche, with one license offering the ability to upload, title, and categorize records, and the other offering viewing abilities only. The purchase of 15 additional viewing licenses will increase access by members of the public and by employees who do not need to edit and scan documents, but still need to retrieve public records to perform their duties.

## **DISCUSSION**

The City's Professional Services Agreement ("Agreement") with VRC Companies, LLC for the use of Laserfiche document management software and ongoing maintenance is expiring. The three-year Agreement, initially approved in 2021, includes two optional one-year extensions. Amendment No. 4 represents the final optional extension for \$23,228.75 and adds \$11,040 in one-time costs to increase access to the public records portal.

On average, the City receives one to two public records requests each day, which often require assistance from multiple staff members to fulfill. The public records portal helps reduce the volume of PRA requests by allowing members of the public to instantly access numerous public records online. The City currently has 10 concurrent user licenses for its public records portal, meaning 10 users (City employees and/or members of the public) can access the portal simultaneously. The portal is accessible on the City's website 24/7 and the licenses are shared among users, without requiring login credentials. The proposed amendment will extend the term of the Agreement for one more year and upgrade access to the public records portal, increasing the total number of concurrent licenses to 25. This expansion will enhance public accessibility and accommodate additional staff users. The costs associated with Amendment No. 4 include the annual licensing fees, support services, and 25 public portal licenses, for a total of \$34,268.75.

The combined cost of the Agreement renewal (\$23,228.75) and the one-time license expansion (\$11,040) now exceed the City Manager's \$30,000 signature authority. As a

result, City Council authorization is required to approve Amendment No. 4 to the Agreement with VRC Companies, LLC.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Sufficient funds for the annual renewal cost and the one-time license upgrade have been budgeted in the City Clerk's Operating Budget for Fiscal Year 2025-26.

### **RECOMMENDATION**

It is recommended 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 amendment to the Professional Services Agreement with VRC Companies, LLC, for document management software and maintenance support in the amount of \$34,268.75.

Attachment: Proposed Amendment No. 4 to the Professional Services Agreement

**AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR DOCUMENT MANAGEMENT SOFTWARE AND  
MAINTENANCE SUPPORT WITH VRC COMPANIES, LLC**

This Amendment No. 4 (“Amendment No. 4”) is hereby entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and VRC COMPANIES, LLC, a Limited Liability Company, with respect to that certain Professional Services Agreement between the Parties dated June 23, 2021 (“Agreement”).

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term, is amended by extending the Term from July 1, 2025, through June 30, 2026 (the “Extended Term”).
2. Section 3.3.1 of the Agreement, the Compensation, is amended for the Extended Term as set forth in the attached Exhibit “C”.
3. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

[SIGNATURES ON THE NEXT PAGE]

In witness whereof the Parties have executed this Amendment No. 4 on the date set forth below.

**CITY OF ARCADIA**

**VRC, COMPANIES, LLC, A LIMITED LIABILITY COMPANY**

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

Date: \_\_\_\_\_

ATTEST:

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

APPROVED AS TO FORM:

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit “C”  
Compensation**

The Agreement is amended to provide that the total compensation for the Extended Term from July 1, 2025, through June 30, 2026, shall not exceed thirty-four thousand two hundred sixty-eight dollars and 75/100 (\$34,268.75). Compensation shall be divided between City Hall (\$25,064.75) and the Police Department (\$9,204.00). A breakdown of the cost is outlined below.

ITEM	DESCRIPTION OF SERVICES	QUANTITY	UNIT PRICE	LSAP	TOTAL PRICE
1	<i>Laserfiche Avante System – 15 Named Full Users with Web Client – City of Arcadia</i>	1	\$14,024.00	n/a	\$14,024.00
2	<i>Standard Public Portal</i>	1	\$26,250.00	\$5,250.00	\$31,500.00
3	<i>Trade-In Credit – Starter Public Portal</i>	1	-\$15,750.00	-\$3,150.00	-\$18,900.00
4	<i>Trade-In Credit – 11 Named Full Users</i>	1	-\$1,559.25	-\$1,559.25	\$1,559.25
5	<i>Laserfiche Avante System – 17 Named Full Users with Web Client – Arcadia Police Department</i>	1	\$9,204.00	n/a	\$9,204.00
	<i>*Coverage period: 07/01/2025 – 06/30/2026</i>				
	<i>Anticipated Renewal 2026/7 City of Arcadia – \$15,292.99 Arcadia Police Department - \$9,664.20</i>				
	<b>TOTAL DUE</b>				<b>\$ 34,268.75</b>



# STAFF REPORT

Office of the City Manager

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH STUDIO SPECTRUM, INC. FOR VIDEO PRODUCTION AND BROADCAST SERVICES FOR CITY COUNCIL MEETINGS, IN AN AMOUNT NOT TO EXCEED \$35,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

Arcadia has a Professional Services Agreement (“Agreement”) with Studio Spectrum, Inc. for video production and broadcast services for City Council meetings, which will expire on June 30, 2025. To account for inflationary pressures over the past year, Studio Spectrum, Inc. has submitted an offer to extend their services for an additional year for a 7% increase, or a \$100 increase per meeting. It is recommended that the City Council approve, authorize, and direct the City Manager to execute the second amendment to the Professional Services Agreement with Studio Spectrum, Inc. for meeting broadcast and video services, in an amount not to exceed \$35,000.

## **HISTORY**

For over 30 years, Studio Spectrum, Inc. has provided live broadcast and video recording services for the City of Arcadia, including television and web-streaming applications. These services include providing two technicians to support each City Council Meeting, which involves testing and operating cameras, lights, speakers, microphones, slide shows and other audio-visual equipment. Studio Spectrum, Inc. has been the City’s sole provider for recording and broadcasting services, which includes uploading and indexing the recordings of each City Council Meeting to the City’s website and the local cable channel. Arcadia has repeatedly selected Studio Spectrum to provide these services due to their innate knowledge of the City’s system, reliability, high quality of work, and competitive rates.

**DISCUSSION**

In June 2021, following a formal solicitation and bid request, the City Council approved a three-year agreement with Studio Spectrum, Inc. for video production and broadcast services, expiring June 30, 2024, with the option for two one-year extensions. The proposed amendment to the Agreement would constitute the second and final optional service extension, at a cost increase of 7%, or \$100 per meeting. The total Agreement amount will remain within the \$35,000 budget, allowing for incidental recording and broadcast needs.

For the past few years, the City Council has cancelled one meeting in the month of January, July, and August, to account for holiday travel and a lighter business agenda. Therefore, even with the proposed price increase for next year, the overall budget will remain the same for Fiscal Year 2025-26. The agreement timeframes and associated cost increases are reflected in the table below:

<b>Service</b>	<b>July 2021 – June 2024</b>	<b>July 2024 – June 2025</b>	<b>July 2025 – June 2026</b>
Production, Broadcast & Recording	\$875.00	\$945.00	\$995.00
Web-streaming	\$375.00	\$405.00	\$455.00
Total per Meeting	\$1,250.00	\$1,350.00	\$1,450.00
<b>TOTAL COMPENSATION LIMIT</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>

Over the years, Studio Spectrum has maintained a strong working relationship with the City and continues to provide high quality services. Following this second and final amendment to the Agreement, the City will conduct a Request for Proposal process to solicit a multi-year contract for these services going forward. For these reasons, it is recommended that the City Council extend the Agreement with Studio Spectrum, Inc. for one final year.

**ENVIRONMENTAL ANALYSIS**

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

**FISCAL IMPACT**

For the term of the Agreement, the fee for production, broadcast, and recording totals \$23,880, or \$955 per meeting (a \$50 increase per meeting). Additionally, the cost of web-streaming has also increased to \$10,920, or \$455 per meeting (a \$50 increase per meeting). Overall, the annual cost to broadcast, record, and produce 24 City Council Meetings is increasing by 7%, or \$2,400. The funds for these services have been

budgeted in the City Manager's Operating Budget for Fiscal Year 2025-26; no additional funds are being requested as part of the extended Agreement.

**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 amendment to the Professional Services Agreement with Studio Spectrum, Inc. for video production and broadcast services for City Council meetings, in an amount not to exceed \$35,000.

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

**AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES  
AGREEMENT FOR VIDEO PRODUCTION AND BROADCAST SERVICES WITH  
STUDIO SPECTRUM, INC.**

This Amendment No. 2 (“Amendment No. 2”) is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the City of Arcadia, a charter city organized under the Constitution and laws of the State of California, and Studio Spectrum, Inc., a California S-Corporation, with respect to that certain Professional Services Agreement between the Parties dated June 16, 2021 (the “Agreement”).

The Parties agree as follows:

1. Section 3.1.2 of the Agreement, the Term, is amended by extending the term from July 1, 2025, through June 30, 2026 (the “Extended Term”).
2. Section 3.3.1 of the Agreement, the Compensation is amended for the Extended Term as referenced in the attached Exhibit “C”.
3. All of the remaining terms and provisions of the Agreement are hereby reaffirmed.

[SIGNATURES ON NEXT PAGE]

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

**CITY OF ARCADIA**

**STUDIO SPECTRUM, INC.**

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

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

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

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

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

\_\_\_\_\_  
Print Name and Title

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael J. Maurer

**Exhibit “C”**

**Compensation**

City shall pay to consultant the fee of \$1,450 per meeting for the production, broadcast, and web streaming of City meetings (average meeting time of five hours) as outlined below.

**Year 1 Extension (July 1, 2025 – June 30, 2026)**

<b>Service</b>	<b>Amount</b>
Production, Broadcast & Recording	\$995.00
Web-streaming	\$455.00
Total per Meeting	\$1,450.00
<b>TOTAL COMPENSATION</b>	<b>\$35,000.00</b>

DRAFT



1056 North Lake St. \* Burbank, California 91502  
 (818) 843-1610 \* Fax (818) 843-1145  
 www.studiospectrum.com  
 CA Contractor's License #996920

## Proposal for the City Council Chambers Broadcast Services FY 2025-26

<b>Client:</b>	<b>City of Arcadia</b>	<b>Proposal #:</b>	
	240 W. Huntington Drive	<b>Date:</b>	6/5/2025
	Arcadia, CA 91007	<b>Consultant:</b>	John Buckowski
<b>Attn:</b>	City Clerk's Office		
<b>E-Mail</b>			
<b>Phone:</b>			
<b>Fax:</b>			

This quotation  
valid for 30 days

ITM	QTY	Services Description	Per Meeting	Annual Estimate <small>(Based on scheduling 24 meetings per year)</small>
1	1	<b>LIVE BROADCAST SERVICES. TWO-MAN PRODUCTION CREW, PRE PRODUCTION SUPPORT AND ON SITE TECHNICAL SUPPORT DURING COUNCIL MEETINGS</b>	\$995.00	\$23,880.00
2		<b><i>Includes the following project goals:</i></b>		
3				
4		a. Film City Council meetings twice monthly. Tasks include pre-meeting creation of graphics and installation of photos; testing and calibration of required audio and video equipment; notation of any required service issues; monitoring audio and video levels during meetings; and programming of meeting for future broadcast.		included
5		b. Maintain equipment service records and coordinate required service.		included
6		c. Control the lighting during City Council meetings.		included
7		d. Provide a live broadcast and two DVD copies of the City Council meeting.		included
8		e. Provide on-call technical support free. On site equipment service (non-warranty related issues, and requested service calls on non broadcast days) will be provided at the on-site service rate of \$150 per hour.		included
9		<b><i>Includes the following scope of services:</i></b>		
10				
11		a. Provide live coverage of regularly scheduled Arcadia City Council Meetings.		included
12		b. Provider must work closely with agenda management system vendor and the City Clerk's Office to ensure the meetings are also streaming, including remote broadcast locations.		included
13		c. Provider must arrive in advance of a meeting to properly put all information for captions for the meeting into the character generator.		included
14		d. Provider must convert the meetings to a format to be easily placed on the City of Arcadia website or to provide an archive of Council Meetings.		included
15		e. Provider must display a professional attitude and business attire appropriate for a public meeting.		included
16		f. Provider must keep the control room neat and report any malfunctions in equipment immediately to the City Manager's Office.		included
17		g. Provider must assist with routine maintenance of television broadcast equipment, provide troubleshooting and repair support, and recommend resolutions to problems encountered in the broadcast and archiving of live meetings.		included
18		h. Provider must work with the City Manager's Office to plan and schedule all meetings covered by this RFP, giving at least two weeks' notice if they are unable to provide coverage for any particular meeting. It will be the Providers responsibility to sub-contract and/or assign resources to operate the control room for a meeting broadcast production if the provider has an emergency or other scheduling conflict.		included
19		i. Provider will assist in creating a resource manual and training manual for operation of equipment.		included

20		j. Provider will work with the City Manager's Office to develop and maintain a Bulletin Board featuring community calendar events, city events and special programming notes, etc. Meeting agendas are available on our website, <a href="http://www.arcadiaca.gov">www.arcadiaca.gov</a>		included
21		k. Provider must obtain and support all software required by Charter Communications to provide broadcasting services.		included
22		l. Provider must comply with all applicable ordinances, laws, rules, and regulations of the city, county, state, and federal government. Person or persons shall maintain and operate under a current business license for the City of Arcadia.		included
23		<i>The City of Arcadia, specifically the City Manager or his/her designee, has the ability to approve or deny all programming submitted for broadcast on the government access channel.</i>		included
24				
25	1	<b>LIVE HD* VIDEO STREAMING and ON-DEMAND VIDEO INDEXING; PUBLISHING and ARCHIVING SERVICES</b>	\$455.00	\$10,920.00
26		<b>Includes the following scope of services:</b>		
27				
28		The streaming media will consist of live and recorded public meetings, public information, and programming accessible from the City of Arcadia's's website. The successful bidder (Vendor) shall create and maintain portal web pages. All video shall be available as streaming h.264 format suitable for mobile devices.		included
29		Service must include storage and distribution management, continuous systems management, and technical support available 24 hours per day, seven days per week. On-demand video archives must include existing City of Arcadia archives from 2014 forward, or whatever past archive limitation is determined by the city manager.		included
30		Video and data archives will be maintained in multiple locations; in a vendor owned media vaults for public access, in at least one other media vault for use in the event of failure, and in an optional City of Arcadia owned media vault for staff access. On-demand archives must include unlimited public meeting content, unlimited storage and unlimited amount of other content. The live video stream will be provided through a Vendor owned encoder. The encoder application software must be Vendor provided, installed, and maintained.		included
31		Public meeting archives must include the ability to incorporate meeting agendas and the ability for users to jump to indexed locations in the video recordings that correspond to any agenda item. The service must include the marking and date/time stamp of the video index points both during encoding and the video has been recorded. Public meeting video archives must be automatically available to the public within six hours of meeting adjournment.		included
32		Web pages must be secured via an HTTPS security certificate to allow for seamless embedding on the City provided web site.		included
33				
34				
35				
36				
37				
38		<b>Per Meeting Services Total (Production and Streaming)</b>	<b>\$1,450.00</b>	
39		<b>Estimated Annual Services Total (24 Meeting Events)</b>		<b>\$34,800.00</b>



# STAFF REPORT

Police Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** AMENDMENT TO THE MASTER SAAS AND SERVICES AGREEMENT WITH SHARP PERFORMANCE FOR MOBILE APP SERVICES FOR FISCAL YEAR 2025-26, IN AN AMOUNT NOT TO EXCEED \$43,010  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

The Police Department wishes to amend the Master SaaS and Services Agreement with Sharp Performance to include the use of their mobile app, which focuses on law enforcement personnel wellness and preventative care. It is recommended that the City Council approve Amendment No. 1 to the Master SaaS and Services Agreement with Sharp Performance for mobile app services for Fiscal Year 2025-26, in an amount not to exceed \$43,010.

## BACKGROUND

Assembly Bill 178 and the Budget Act of 2022 authorized the disbursement of Officer Wellness and Mental Health grant funds by the California Board of State and Community Corrections. The funds were made available to all city and county law enforcement agencies, with the purpose of improving officer wellness and expanding mental health resources as follows:

1. Establishing officer wellness units or expanding existing officer wellness units.
2. Establishing peer support units or expanding peer support units.
3. Services provided by a licensed mental health professional, counselor, or other professional that works with law enforcement.
4. Expanding multi-agency mutual aid programs focused on officer wellness and mental health.
5. Other programs or services that are evidence-based or have a successful track record of enhancing officer wellness.

In 2023, the City received Officer Wellness and Mental Health grant funds in the amount of \$45,635. After conducting research on Officer Wellness and Mental Health Programs,

the Police Department concluded that the mobile app offered by Sharp Performance, which focuses on employee wellness and preventative care, was the most suitable choice for the Police Department and aligned with the grant funding requirements.

Sharp Performance (“Sharp”) has a team of U.S. Special Operations Veterans, performance-based psychologists, and performance experts dedicated to helping professionals in high stress jobs excel. Through their mobile app, Sharp delivers a performance and developmental coaching platform tailored for first responders. Sharp’s tele-coaching platform connects high-risk professionals with coaches from high-performing backgrounds, who understand the unique demands of the job and provide proven strategies to enhance resilience, optimize performance, and sustain long-term success. The cognitive performance curriculum and adaptive training regimens used are underpinned by specialized training protocols developed in conjunction with the U.S. Military’s Special Operations teams. By focusing on proactive, performance-based strategies, Sharp empowers those who serve their communities to thrive in demanding professions. Sharp’s contracted agencies in Los Angeles County include the Cities of Alhambra, Gardena, Hawthorne, Inglewood, Monterey Park, Redondo Beach and San Marino.

## **DISCUSSION**

Effective May 9, 2024, the Police Department entered a Master SaaS and Services Agreement with Sharp to utilize their mobile app for one-year. The Agreement covered 97 authorized users, which included 71 sworn officers and 26 civilian employees. Sharp was procured as a sole source provider based on their proprietary service, as their mobile app’s content and methodologies are copyrighted and otherwise, not available in the marketplace. The total cost for the one-year Agreement was \$29,100, which is within the City Manager’s signature authority. The Agreement was approved and processed in compliance with the City’s procurement policy. The Officer Wellness and Mental Health grant funds fully covered the cost of the Agreement, leaving a remaining balance of \$16,535.

Personnel from the Police Department received in-person training conducted by Sharp professionals, which encompassed all the services available through the mobile app. Each team member downloaded the app onto their personal cellphones to ensure privacy. The mobile app offered subscription and professional services, which included:

- Unlimited access to Sharp coaches and chaplains;
- Sharp self-paced exercises and training; and
- Collaboration with Sharp to create a customized resource directory.

The resource directory is specifically designed to meet individual needs and support mental health and wellness goals, focusing on the unique requirements of law enforcement professionals, including both sworn officers and civilian staff.

Since the Sharp mobile app was well-received by Police Department personnel and there is a remaining balance of grant funds in the amount of \$16,535 that must be expended by December 2025, the Department would like to amend the Agreement with Sharp for an additional one-year period covering Fiscal Year 2025-26. The amended Agreement will continue to provide the same services outlined above to Department personnel. Additionally, the program will include spouses of Department personnel, recognizing the vital role families play in the well-being of law enforcement members. This initiative provides spouses access to stress management tools, wellness tracking, and personalized recommendations, enhancing support for Department personnel. The goal is to improve the mental health and resilience of the entire family unit, fostering a healthier home environment and a more effective workplace.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The total cost for the Sharp Performance mobile app is \$43,010 with \$16,535 of the costs funded by the Officer Wellness and Mental Health grant. The remaining balance of \$26,475 will be sourced from the Fiscal Year 2025-26 General Fund Operating budget. Sufficient funds are included in the adopted budget to cover this expense.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and approve an amendment to the Master SaaS and Services Agreement with Sharp Performance for mobile app services for Fiscal Year 2025-26, in an amount not to exceed \$43,010.

Approved:

  
Dominic Lazzaretto  
City Manager

Attachments: Master SaaS and Services Agreement dated May 9, 2024  
Proposed Amendment No. 1



## Master SaaS and Services Agreement

This Master SaaS and Services Agreement (this “**Agreement**”) is entered into effective this 9<sup>th</sup> day of May, 2024, by and between Sharp Performance Inc., a Delaware corporation (“**Sharp Performance**”) with a place of business at 175 Varick St. C/O Columbia Startup Lab, New York, NY 10014, and the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia California 91066 (“**Customer**”). Sharp Performance and Customer are sometimes referred to herein jointly as the “Parties” or singularly as a “Party.”

### RECITALS:

**WHEREAS**, Customer desires to obtain access to the Services (as defined below) with respect to certain of its information technology needs; and

**WHEREAS**, Sharp Performance desires to provide the Services to Customer, subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises set forth herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### 1. **SERVICES.**

1.1 Purpose. This Agreement sets forth the terms and conditions under which Sharp Performance agrees to provide (i) certain hosted “software as a service” (the “**Subscription Services**”) for certain software applications (each such application together with any applicable documentation thereto, and programming and user interfaces therefor, a “**Platform**”) to Authorized Users, as further set forth and described on each order form (the “**Order Form**”) attached hereto as Schedule A, and (ii) if applicable, all other implementation services, customization, integration, data import and export, monitoring, technical support, maintenance, training, backup and recovery, and change management (collectively the “**Professional Services**”, and together with the Subscription Services, referred to herein as the “**Services**”) related to Customer’s access to, and use of, such Subscription Services and each Platform, as further set forth and described on each statement of services (the “**Statement of Work**”) attached hereto as Schedule B, issued hereunder (Order Forms and Statements of Professional Services are sometimes referred to jointly as a “Statement of Services”).

1.2 The Services; Access and Use License. Subject to the terms and conditions of this Agreement, during the Term, Sharp Performance shall provide (i) Customer and Authorized Users access to each Platform containing Subscriptions Services as set forth herein, and (ii) Customer the Professional Services. Subject to the terms and conditions of this Agreement, during the Term, Sharp Performance hereby grants Customer and Authorized Users a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 16 herein), worldwide license to access and use each Platform containing such Subscription Services, solely for internal business purposes in connection with Customer's use of the Services as set forth herein.

1.3 Subscription Services. Each applicable Order Form shall specify and further describe the Subscription Services to be provided in accordance with the representations and warranties set forth herein, and shall identify, each applicable Platform, user limitations, fees, subscription term and other applicable terms and conditions.

1.4 Professional Services. Each applicable Statement of Work shall specify and further describe the Professional Services to be provided in accordance with the representations and warranties set forth herein, and may, but need not, include, the Professional Services offered, limitations, milestones, fees, term and other applicable terms and conditions.

1.5 Changes to Platform. Sharp Performance may, in its sole discretion, make any changes to any Platform that it deems necessary or useful to (i) maintain or enhance (a) the quality or delivery of Sharp Performance's products or services to its customers, (b) the competitive strength of, or market for, Sharp Performance's products or services, (c) such Platform's cost efficiency or performance, or (ii) to comply with applicable law.

## 2. **PLATFORM ACCESS AND AUTHORIZED USER.**

2.1 Administrative Login. During the configuration and set-up process for each Platform, Customer will identify an administrative user name and password for Customer's Sharp Performance account. Sharp Performance reserves the right to refuse registration of, or cancel user names and passwords it deems inappropriate.

2.2 Authorized Users. Customer may allow such number of Customer's employees and/or independent contractors as is indicated on an Order Form to use the applicable Platform ("**Authorized Users**") Authorized User subscriptions are for designated Authorized Users and cannot be shared or used by more than one Authorized User, but may be reassigned to a new Authorized User replacing former Authorized Users who no longer require ongoing use of the applicable Platform.

2.3 Authorized User Conditions to Use. As a condition to access and use of a Platform each Authorized User shall agree to abide by the terms of Sharp Performance's end-user terms of use which it may adopt from time to time, which agreement is a condition of access to the Platform. . Customer shall immediately notify Sharp Performance of any violation of the terms of any of the foregoing by any Authorized User upon becoming aware of such violation.

2.4 Account Responsibility. Customer will be responsible for securing its Sharp Performance account, usernames, passwords (including but not limited to administrative and user passwords) and files (“Access Credentials”). Sharp Performance is not responsible for any losses, damages, costs, expenses or claims that result from stolen or lost Access Credentials or the unauthorized use thereof.

2.5 Use Restrictions. Customer shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of the Services or Platform, in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Services or Platform; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part; (iv) remove any proprietary notices from the Services or Platform; (v) use the Services or Platform in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law, or (vi) input, upload, transmit, or otherwise provide any information or materials that are unlawful or injurious, or contain, transmit, or activate any harmful code.

2.6 Reservation of Rights. Sharp Performance reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the intellectual property of Sharp Performance.

### **3. ADDITIONAL RESTRICTIONS AND RESPONSIBILITIES.**

3.1 Software Restrictions. Customer will not, nor permit or encourage any third party to, directly or indirectly (i) reverse engineer, decompile, disassemble or otherwise attempt to discover or derive the source code, object code or underlying structure, ideas, know-how or algorithms relevant to a Platform or any software, documentation or data related to a Platform (“**Software**”); (ii) modify, translate, or create derivative works based on a Platform or any Software; (iii) use a Platform or any Software for timesharing or service bureau purposes or other computer service to a third party; (iv) modify, remove or obstruct any proprietary notices or labels; or (v) use any Software or a Platform in any manner to assist or take part in the development, marketing or sale of a product potentially competitive with such Software or Platform. For the avoidance of doubt, Software and the Services, including all user-visible aspects of the Services, are the Confidential Information of Sharp Performance, and Customer will comply with Section 4 with respect thereto.

3.2 Customer Compliance. Customer shall (i) use, each Platform, Software, and the Services in full compliance with this Agreement, Sharp Performance’s end-user terms of use and all applicable laws and regulations and (ii) shall not knowingly permit . Customer represents and warrants that it (i) has accessed and reviewed any terms of use or other policies relating to a Platform provided by Sharp Performance, (ii) understands the requirements thereof, and (iii) agrees to comply therewith. Sharp Performance may suspend Customer’s account and access to each Platform and performance of the Services at any time and without notice if Sharp Performance believes that Customer is in violation of this Agreement. Sharp Performance shall

immediately restore Customer's account and access to each Platform and performance of the Services that which was previously suspended upon correction of such violation or belief of violation. Although Sharp Performance has no obligation to monitor Customer's use of a Platform, Sharp Performance may do so and may prohibit any use it believes may be (or alleged to be) in violation of the foregoing.

3.3 Cooperation. The Parties shall provide all cooperation and assistance to exercise all rights and performance obligations under, and in connection with, this Agreement, including providing Sharp Performance with such access to Customer's premises and its information technology infrastructure as is necessary for Sharp Performance to perform the Services in accordance with this Agreement.

3.4 Training and Education. Customer shall use reasonable efforts to cause Customer Users to be educated and trained in the proper use and operation of each Platform such Customer Users utilize, and to ensure that each Platform is used in accordance with applicable manuals, instructions, specifications and documentation provided by Sharp Performance from time to time.

3.5 Customer Systems. Customer shall be responsible for obtaining and maintaining—both the functionality and security of—any equipment and ancillary services needed to connect to, access or otherwise use each Platform, including modems, hardware, servers, software, operating systems, networking, web servers and the like.

3.6 Restrictions on Export. Customer may not remove or export from the United States or allow the export or re-export of the Software or anything related to a Platform, Software or Services, or any direct product thereof in violation of any restrictions, laws or regulations of any United States or foreign agency or authority.

#### 4. **CONFIDENTIALITY.**

4.1 Confidential Information. Each Party (the "**Receiving Party**") understands that the other party (the "**Disclosing Party**") has been, and may be, exposed to or acquired business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "**Confidential Information**"). Confidential Information of Sharp Performance includes non-public information regarding features, functionality and performance of each Platform and Software. Confidential Information of Customer includes non-public data provided by Customer to Sharp Performance to enable the provision of access to, and use of, the Services as well as all content, data and information recorded and stored by each Platform for Customer ("**Customer Data**"). The terms and conditions of this Agreement, including all pricing and related metrics, are Sharp Performance's Confidential Information.

4.2 Exceptions. Notwithstanding anything to the contrary contained herein, Confidential Information shall not include any information that the Receiving Party can document (i) is or becomes generally available to the public, (ii) was in its possession or known by it prior to receipt from the Disclosing Party, (iii) was rightfully disclosed to it

without restriction by a third party, or (iv) was independently developed without use of any Confidential Information of the Disclosing Party.

4.3 Non-use and Non-disclosure . With respect to Confidential Information of the Disclosing Party, the Receiving Party agrees to: (i) use the same degree of care to protect the confidentiality and prevent the unauthorized use or disclosure of such Confidential Information it uses to protect its own proprietary and confidential information of like nature, which shall not be less than a reasonable degree of care, (ii) hold all such Confidential Information in strict confidence and not use, sell, copy, transfer reproduce, or divulge such Confidential Information to any third party, (iii) not use such Confidential Information for any purposes whatsoever other than the performance of, or as otherwise authorized by, this Agreement.

4.4 Compelled Disclosure. Notwithstanding Section 4.3, the Receiving Party may disclose Confidential Information of the Disclosing Party to the extent necessary to comply with a court order or applicable law; provided, however that the Receiving Party delivers reasonable advance notice of such disclosure to the Disclosing Party and uses reasonable efforts to secure confidential treatment of such Confidential Information, in whole or in part.

4.5 Remedies for Breach of Obligation of Confidentiality. The Receiving Party acknowledges that breach of its obligation of confidentiality may cause irreparable harm to the Disclosing Party for which the Disclosing Party may not be fully or adequately compensated by recovery of monetary damages. Accordingly, in the event of any violation, or threatened violation, by the Receiving Party of its obligations under this Section, the Disclosing Party shall be entitled to seek injunctive relief from a court of competent jurisdiction in addition to any other remedy that may be available at law or in equity, without the necessity of posting bond or proving actual damages.

## 5. PROPRIETARY RIGHTS.

5.1 Ownership. Customer shall own all right, title and interest in and to the Customer Data. Sharp Performance shall own and retain all right, title and interest in and to (i) each Platform, Software and the Services and all improvements, enhancements or modifications thereto, (ii) any software, applications, inventions or other technology developed in connection with the Services, and (iii) all intellectual property and proprietary rights in and related to any of the foregoing (collectively, “**Services IP**”). To the extent Customer acquires any right, title or interest in any Services IP, Customer hereby assigns all of its right, title and interest in such Services IP to Sharp Performance.

5.2 Customer Data and User Information License. Customer hereby grants to Sharp Performance a non-exclusive, transferable, sublicensable, worldwide and royalty-free license to use Customer Data and User Information (as defined below) to provide the Services to Customer hereunder, to improve a Platform, Software and the Services, and for any lawful purpose, subject to Sharp Performance’s duties in Section 4 and provided, however that such use of any personal data within the Customer Data or User Information shall be limited to only during the Term unless Sharp Performance has anonymized such personal data according to industry standards. “**User Information**” shall mean any contact information of an Authorized

User that is provided to Sharp Performance by Customer or uploaded to any Platform by or on behalf of Customer. For the avoidance of doubt, Sharp Performance may, during and after the Term, use, reproduce and disclose Platform-, Software- and Services-related information, data and material that is anonymized, de-identified, or otherwise rendered not reasonably associated or linked to Customer or any other identifiable individual person or entity for product improvement for Customer and other lawful purposes. Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Sharp Performance and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by Customer.

5.3 No Other Rights. No rights or licenses are granted except as expressly set forth herein.

## 6. FEES & PAYMENT.

6.1 Fees. Customer shall pay Sharp Performance the then-applicable fees described in an Order Form or Statement of Work, as applicable, in accordance with the terms set forth therein (“**Fees**”), including, for the avoidance of doubt, any fees incurred through Customer’s use of a Platform exceeding a services capacity parameter specified on an Order Form.

6.2 Renewal Fees. Upon the commencement of each Renewal Term, (i) Customer shall be liable to Sharp Performance for payment of a Renewal Fee. Customer hereby consents to Sharp Performance charging any such Renewal Fee to the credit card, or other payment method, associated with Customer’s account without need to provide any further notice or receive any further consent. Each “**Renewal Fee**” shall equal the Service Fee or Renewal Fee, as applicable, due to Sharp Performance during previous term as may be increased in Sharp Performance’s sole discretion by a percentage up to the Fee Increase Percentage specified on the applicable Order Form; provided, if the Initial Term was greater than one (1) year, for purposes of calculating the initial Renewal Fee the Service Fee shall be prorated to one (1) year. Notwithstanding the foregoing, if Customer is not liable to Sharp Performance for a Service Fee under an Order Form, no Renewal Fees shall be charged to Customer with respect to such Order Form.

6.3 Payment. Sharp Performance may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Sharp Performance thirty (30) days after the mailing date of the invoice (unless otherwise specified on the applicable Order Form). In addition to any other remedies available, Sharp Performance may suspend Services in the event of payment delinquency.

6.4 Payment Disputes. If Customer believes that Sharp Performance has billed Customer incorrectly, Customer must contact Sharp Performance no later than thirty (30) days after the closing date on the first billing statement in which the alleged error or problem appeared in order to receive an adjustment or credit. Inquiries should be directed to Sharp Performance’s customer support department or the applicable Account Manager.

6.5 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by

any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on Sharp Performance's income.

6.6 No Deductions or Setoffs. All amounts payable to Sharp Performance hereunder shall be paid by Customer to Sharp Performance in full without any setoff, recoupment, counterclaim, deduction, debit or withholding for any reason except as may be required by applicable law.

## 7. TERM AND TERMINATION.

7.1 Term. This Agreement shall remain in effect until its termination as provided below (the "**Term**"). The term of each Statement of Services shall begin on the applicable "Services Effective Date" and continue for the "Service Term," in each case as specified in such Statement of Services. Each Order Form shall renew for one (1) year periods if the Service Term is equal to or greater than one (1) year, or (ii) periods equal to the Service Term if the Service Term is less than one (1) year (each, a "**Renewal Term**"), unless written notice of non-renewal is received by the other party at least sixty (60) days prior to the expiration of the then-current term.

7.2 Termination. Sharp Performance may terminate this Agreement upon written notice to Customer if no Statement of Services is in effect. In addition to any other remedies it may have, either party may also terminate this Agreement upon written notice if the other party fails to pay any amount when due or otherwise materially breaches this Agreement and fails to cure such breach within thirty (30) days or as agreed upon by both parties after receipt of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, if Customer is a state agency, or a political subdivision of a state, or a federal agency or a political subdivision of the federal government, or municipality, Customer may terminate this Agreement at any time (i) for convenience upon ninety (90) days' written notice to Sharp Performance, or (ii) if adequate funds to pay Sharp Performance all fees owed hereunder are not appropriated to such Customer during the Term, unless otherwise authorized by law; provided, it is expressly agreed that Customer shall not activate this non-appropriation provision for its convenience, substitution for another procurement system or solution, or to circumvent the requirements of this Agreement in any way. Sharp Performance reserves the right to terminate this contract in the event of a merger, reorganization, consolidation, sale of assets, bankruptcy, and dissolution.

7.3 Effect of Termination. Upon termination of the Agreement, each outstanding Statement of Services, if any, shall terminate and Customer shall immediately cease all use of, and all access to, the Subscription Services and Sharp Performance shall immediately cease providing the Professional Services. If Sharp Performance terminates this Agreement pursuant to the second sentence of Section 7.2 all Fees that would have become payable had each outstanding Statement of Service remained in effect until expiration of its current term will become immediately due and payable. If Sharp Performance terminates this Agreement pursuant to the last sentence of Section 7.2, Sharp Performance shall only be paid for Services performed under the Agreement through the date of termination. Sharp Performance shall immediately refund any and all costs and Fees paid in advance by the Customer for the Services not performed due to its termination of this Agreement.

7.4 Survival. Sections 3.1, 4–6, 7.2, 7.4, and 9–16, 24 shall survive any termination or expiration of this Agreement. All other rights and obligations shall be of no further force or effect.

## 8. WARRANTY AND DISCLAIMER.

8.1 Warranties. Sharp Performance represents and warrants that it will perform the Professional Services in a professional and workmanlike manner. Each party represents and warrants that it has the legal power to enter into this Agreement. Additionally, Customer warrants that (i) Customer owns or has a license to use and has obtained all consents and approvals necessary for the provision and use of all of the Customer Data that is placed on, transmitted via or recorded by a Platform and the Services; (ii) the provision and use of Customer Data as contemplated by this Agreement and each Platform and the Services does not and shall not violate any Customer’s privacy policy, terms-of-use or other agreement to which Customer is a party or any law or regulation to which Customer is subject to; and (iii) no Customer Data will include any personal or identifying information including but not limited to social security numbers or other government- issued identification numbers, financial account numbers, credit card or debit card numbers, credit report information or other personal financial information, health or medical information or other information that is subject to international, federal, state, or local laws or ordinances now or hereafter enacted regarding data protection or privacy, including, but not limited to, the Health Insurance Portability and Accountability Act, the Health Information Technology for Economic and Clinical Health Act, the Fair Credit Reporting Act, the Children’s Online Privacy Protection Act and the Gramm-Leach-Bliley Act.

8.2 Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN OR IN A STATEMENT OF SERVICE, SHARP PERFORMANCE DOES NOT WARRANT THAT ACCESS TO THE PLATFORMS, SOFTWARE OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, NOR DOES SHARP PERFORMANCE MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. FURTHER, SHARP PERFORMANCE MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO SERVICES PROVIDED BY THIRD PARTY TECHNOLOGY SERVICE PROVIDERS RELATING TO OR SUPPORTING A PLATFORM, INCLUDING HOSTING AND MAINTENANCE SERVICES, AND ANY CLAIM OF CUSTOMER ARISING FROM OR RELATING TO SUCH SERVICES SHALL, AS BETWEEN SHARP PERFORMANCE AND SUCH SERVICE PROVIDER, BE SOLELY AGAINST SUCH SERVICE PROVIDER. THE PLATFORMS, SOFTWARE AND SERVICES ARE PROVIDED “AS IS,” AND SHARP PERFORMANCE DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

## 9. INDEMNITY.

9.1 Sharp Performance Indemnification. Sharp Performance will defend Customer against any claim, suit, demand, or action made or brought against Customer by a third party alleging that the Services, or Customer's use or access thereof in accordance with this Agreement, infringes any intellectual property rights of such third party, and will indemnify and hold harmless Customer from any damages, losses, liabilities, costs and fees (including reasonable attorney's fees) ("**Claims**") finally awarded against Customer in connection with or in settlement of any such claim, suit, demand, or action. The foregoing obligations do not apply with respect to portions or components of any Platform or Service to the extent (i) not supplied by Sharp Performance, (ii) made in whole or in part in accordance with Customer specifications, (iii) where Customer continues allegedly infringing activity after being notified thereof. If, due to a claim of infringement, the Platform is held by a court of competent jurisdiction to be or is believed by Sharp Performance to be infringing, Sharp Performance may, at its option and expense (a) replace or modify such Platform to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a license to continue using such Platform, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for such Platform. This Section states Customer's sole and exclusive remedies for claims of infringement.

To the fullest extent permitted by law, Sharp Performance shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Sharp Performance, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Sharp Performance's services or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Sharp Performance's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Sharp Performance, the City, its officials, officers, employees, agents, or volunteers.

To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Sharp Performance's obligations under the above indemnity shall be limited to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Sharp Performance, but shall not otherwise be reduced. If Sharp Performance's obligations to defend, indemnify, and/or hold harmless arise out of Sharp Performance's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Sharp Performance obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the Customer, Sharp Performance's obligations shall be reduced in proportion to the established comparative liability of the Customer and shall not exceed the Sharp Performance's proportionate percentage of fault.

**10. LIMITATION OF LIABILITY.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, COVER, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS AND DISCLAIMERS SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

**11. GOVERNING LAW AND DISPUTE RESOLUTION.** This Agreement is governed in all respects by the laws of the State of California, without giving effect to its rules relating to conflict of laws. Neither any adoption of the Uniform Computer Information Transactions Act nor the U.N. Convention on the International Sale of Goods applies to this Agreement or to the rights or duties of the parties under this Agreement. Any dispute arising out of or relating to this Agreement, or its subject matter, shall be resolved exclusively by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association (“AAA”). Either party may send a notice to the other party of its intention to file a case with the AAA under this Section (“Arbitration Notice”). The arbitration will be conducted in Los Angeles, CA by a single arbitrator knowledgeable in government contracting matters and the commercial aspect of “software as a service” arrangements and intellectual property. The parties will mutually appoint an arbitrator within thirty (30) days of the Arbitration Notice. If the parties are unable to agree on an arbitrator, then the AAA will appoint an arbitrator who meets the foregoing knowledge requirements. The arbitration hearing will commence within sixty (60) days after the appointment of the arbitrator and the hearing will be completed and an award rendered in writing within sixty (60) days after the commencement of the hearing. Prior to the hearing, each party will have the right to take up to four (4) evidentiary depositions, and exchange two (2) sets of document production requests and two sets, each, of not more than ten (10) interrogatories. The arbitrator will provide detailed written explanations to the parties to support their award and regardless of outcome, each party shall pay its own costs and expenses (including attorneys’ fees) associated with the arbitration proceeding and fifty percent (50%) of the fees of the arbitrator and the AAA. The arbitration award will be final and binding and may be enforced in any court of competent jurisdiction.

**12. SECURITY.** Sharp Performance may, from time to time, host and/or maintain a Platform using a third-party technology service provider. Customer acknowledges that Sharp Performance cannot offer any additional or modified procedures other than those put in place by such technology provider with respect to such technology service.

**13. PUBLICITY.** Customer agrees that Sharp Performance may identify Customer as a customer and use Customer’s logo and trademark in Sharp Performance’s promotional materials. Customer may request that Sharp Performance stop doing so by submitting an email to [ben@sharppformance.tech](mailto:ben@sharppformance.tech) at any time. Customer acknowledges that it may take Sharp Performance up to 30 days to process such request. Notwithstanding anything herein to the contrary, Customer acknowledges that Sharp Performance may disclose the existence and terms

and conditions of this Agreement to its advisors, actual and potential sources of financing and to third parties for purposes of due diligence.

**14. NOTICES.** All notices, consents, and other communications between the Parties under or regarding this Agreement must be in writing (which includes email and facsimile) and be addressed according to information provided on an Order Form. All notices, consents and other communications between the parties under a Statement of Services will be sent to the recipient's address specified thereon. All communications will be deemed to have been received on the date actually received. Either Party may change its address for notices by giving written notice of the new address to the other party in accordance with this Section.

**15. FORCE MAJEURE.** Neither Customer nor Sharp Performance shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

**16. ASSIGNMENT.** Neither party may assign this Agreement to any third party without the prior written consent of the other; provided, however, that no consent is required in connection with an assignment to an affiliate or in connection with any merger, reorganization, consolidation, sale of assets or similar transaction. This Agreement is binding upon and insures to the benefit of the Parties and their respective permitted successors and assigns.

**17. STANDARD OF CARE.** Sharp Performance's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

**18. INDEPENDENT CONTRACTOR.** Sharp Performance is retained as an independent contractor and is not an employee of Customer. No employee or agent of Sharp Performance shall become an employee of Customer. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from Customer as herein provided.

**19. INSURANCE.** Sharp Performance shall not commence work for the Customer until it has provided evidence satisfactory to the Customer it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) Sharp Performance shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein,

Commercial General Liability Insurance, in a form and with insurance companies acceptable to the Customer.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give Customer, its officials, officers, employees, agents and Customer designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Customer, and provided that such deductibles shall not apply to the Customer as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Sharp Performance shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Customer.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give Customer, its officials, officers, employees, agents and Customer designated volunteers additional insured status.

(iv) Subject to written approval by the Customer, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the Customer as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Sharp Performance certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Sharp Performance has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Sharp Performance shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Sharp Performance shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Sharp Performance shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the Customer and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Sharp Performance. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence

Professional Liability

\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, Sharp Performance shall file with the Customer evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Sharp Performance shall provide the Customer at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Sharp Performance shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Sharp Performance shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the Customer at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Sharp Performance's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the Customer or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Sharp Performance shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Sharp Performance shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the Customer, its officials, officers, employees, agents, and volunteers or shall specifically allow Sharp Performance or others providing insurance evidence in compliance with these

specifications to waive their right of recovery prior to a loss. Sharp Performance hereby waives its own right of recovery against Customer, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve Sharp Performance from liability in excess of such coverage, nor shall it limit the Sharp Performance's indemnification obligations to the Customer and shall not preclude the Customer from taking such other actions available to the Customer under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Customer, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Sharp Performance, and any approval of said insurance by the Customer, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Sharp Performance pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Customer has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Customer will be promptly reimbursed by Sharp Performance or Customer will withhold amounts sufficient to pay premium from Sharp Performance payments. In the alternative, Customer may cancel this Agreement.

(iii) The Customer may require Sharp Performance to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the Customer nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Sharp Performance shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the Customer that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the Customer as an additional

insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Sharp Performance , Customer may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

**20. VERIFICATION OF EMPLOYMENT ELIGIBILITY.** By executing this Agreement, Sharp Performance verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

**21. EQUAL OPPORTUNITY EMPLOYMENT.** Sharp Performance represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

**22. PROHIBITED INTERESTS.** Sharp Performance maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Sharp Performance, to solicit or secure this Agreement. Further, Sharp Performance warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Sharp Performance, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Customer shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of Customer, during the term of his or her service with Customer, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**23. THIRD PARTY RIGHTS.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Customer and the Consultant.

**24. GENERAL PROVISIONS.** If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement, together with Statement of Services entered into hereunder and all exhibits, schedules, annexes, and addenda hereto and thereto is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement. All waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement, and neither party has authority of any kind to bind the other party in any respect whatsoever. In the event of a conflict between this Agreement and any Statement of Services, such Statement of Services shall prevail unless otherwise expressly indicated in this Agreement or such Statement of Services. The heading references herein are for convenience purposes only and shall not be deemed to limit or affect any of the provisions hereof. Unless otherwise indicated to the contrary herein by the context or use thereof: (i) the words “hereof,”

“hereby,” “herein,” “hereto,” and “hereunder” and words of similar import shall refer to this Agreement as a whole and not to any particular Section or paragraph of this Agreement; (ii) the words “include,” “includes” or “including” are deemed to be followed by the words “without limitation;” (iii) references to a “Section” or “Exhibit” are references to a section of, or exhibit to this Agreement; and (iv) derivative forms of defined terms will have correlative meanings. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.


**IN WITNESS WHEREOF**, the undersigned execute this instrument as of the day and date first above written.

SHARP PERFORMANCE, INC.

By: 

Name: Benjamin Curley

Title: CEO/President

By:   
Andrew Sakmar  
Co-Founder

CONCUR



Roy Nakamura  
Chief of Police

CITY OF ARCADIA

By: 


Name: Dominic Lazzaretto

Title: City Manager

ATTEST:

By:  Assistant City Clerk

APPROVED AS TO FORM

By:   
Michael J. Maurer  
City Attorney



**Sharp Performance Inc.**  
175 Varick St. C/O Columbia Startup Lab,  
New York, NY 10014  
[andrew@sharppformance.tech](mailto:andrew@sharppformance.tech)  
[ben@sharppformance.tech](mailto:ben@sharppformance.tech)

**Schedule A**

**Order Form**

**Customer:** Arcadia PD

**Product:** Subscription Services, Professional Services: unlimited access to Sharp coaches and chaplains, Sharp self-paced exercises and training, and partnership with Sharp to develop a customized resource directory.

**Authorized Users:** 97 Users; ~71 Sworn; ~26 Civilian

**Dates:** Services Effective Date: TBD

**Service Term:** 1 year from Contract date

**Payment:** Due upon delivery

**Price:**

**Year 1**

Annual Contract Value: \$29,100  
Price per User: \$300  
Total Year 1 Cost: \$300 \* 97 = \$29,100



**Sharp Performance Inc.**  
175 Varick St. C/O Columbia Startup Lab,  
New York, NY. 10014  
[andrew@sharppformance.tech](mailto:andrew@sharppformance.tech)  
[ben@sharppformance.tech](mailto:ben@sharppformance.tech)

**Schedule B**  
**Statement of Services**

**Customer:** Arcadia PD

**Subscription Services:** Unlimited Access to Application and All Features Within for Authorized Users (See Schedule A Order Form)

**Professional Services:**

- 1) In-person training overview
- 2) In-person onboarding with the Sharp team
- 3) In-person question and answer with Sharp team
- 4) Share data on utilization and user satisfaction with Department Leadership and/or program point-of-contact on a monthly basis
- 5) Technical support

Sharp Performance Inc. will not charge the customer for travel associated with In-person training overview, onboarding, and Q&A.  
65338850 v3-WorkSiteUS-040265/0001

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Title	Andrew, Pls Sign and LMK when done so I can send back to...
File name	Arcadia_Sharp_Per...Final_4-29-24.pdf
Document ID	b40e0b42f9d786f72908d7ee587781cb36ce4a4b
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



SENT

**04 / 30 / 2024**  
16:00:35 UTC

Sent for signature to Andrew Sakmar  
(andrew@sharppperformance.tech) from  
ben@sharppperformance.tech  
IP: 64.98.192.68



VIEWED

**04 / 30 / 2024**  
16:31:24 UTC

Viewed by Andrew Sakmar (andrew@sharppperformance.tech)  
IP: 100.34.1.91



SIGNED

**04 / 30 / 2024**  
16:32:13 UTC

Signed by Andrew Sakmar (andrew@sharppperformance.tech)  
IP: 100.34.1.91



COMPLETED

**04 / 30 / 2024**  
16:32:13 UTC

The document has been completed.

## AMENDMENT NO. 1

### **PROFESSIONAL SERVICES AGREEMENT** **BETWEEN THE ARCADIA POLICE** **DEPARTMENT AND SHARP** **PERFORMANCE**

This Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement") is made May 1st, 2025, ("this Amendment's effective date"), between the Arcadia Police Department, and Sharp Performance (collectively, "Parties" or individual, "Party").

#### RECITALS

**WHEREAS**, on May 9th, 2024, the Arcadia Police Department and Sharp Performance entered into the Agreement for services, for a term of 1 year, with a fee cap of \$29,100, to provide performance coaching services to the personnel of the Arcadia Police Department; and

**WHEREAS**, on or about May 1st, 2025, the Parties agree to execute Amendment No.1 to the Agreement which amended Counsel's address; and

**WHEREAS**, the Arcadia Police Department desires to continue the services provided by Sharp Performance for any additional term of 1 year; and

**WHEREAS**, there is a need to increase the annual fee in the Agreement to \$43,650.

**WHEREAS**, for accounting and billing purposes, the parties agree to amend the Agreement to reflect a prorated start date of May 1st, 2025, such that fees for the initial partial month shall be calculated on a prorated basis from May 8th, 2025 through the end of that month;

#### AGREEMENT

The Arcadia Police Department and Sharp Performance agree as follows:

- I. This Amendment to the original Agreement is effective May 1st, 2025, for a term of 1 Year. The Parties further agree that Order Form (Schedule A) is amended to reflect eligible users and the new fee amount.
- II. Except as provided above, all other provisions, terms, and conditions of the Agreement remain unchanged and continue in full force and effect

**WHEREFORE**, the Parties signed this Amendment on the date set forth opposite their signatures.

**SHARP PERFORMANCE, INC.**

By: \_\_\_\_\_  
Benjamin Curley, CEO/ President  
Date: \_\_\_\_\_

**THE CITY OF ARCADIA**

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

**CONCUR**

By: \_\_\_\_\_  
John Bonomo  
Captain, City of Arcadia  
c/o Roy Nakamura  
Chief of Police, City of Arcadia  
Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Rachelle Arellano, Assistant City Clerk  
Date: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Michael J. Maurer, City Attorney  
Date: \_\_\_\_\_

**DRAFT**



# SHARP PERFORMANCE

## Schedule A | Order Form

### City of Arcadia

240 West Huntington Drive  
Arcadia, CA 91066  
United States

### John Bonomo

jbonomo@arcadiaca.gov

### Roy Nakamura

rnakamura@arcadiaca.gov

Reference: 20250507-170427410

Quote created: May 7, 2025

Quote expires: June 22, 2025

Quote created by: Maxwell Bush

Sharp Performance

2659 State Street, #100

Carlsbad, CA 92008

max@sharppformance.tech

Sharp Performance's product being offered to the personnel listed below include subscription services, professional services, unlimited access to Sharp coaches and chaplains, Sharp self-paced exercises and training, and partnership with Sharp to develop a customized resource directory.

### Products & Services

Personnel	Authorized Users	Price Per User	Total
Sworn Users	71	\$500.00 / year	\$35,500.00 / year
Civilian Users	26	\$500.00 / year	\$13,000.00 / year
Spouses	97	\$500.00 / year	\$0.00 / year after 100% discount

10% Discount on Sworn and Civilian Staff (\$4,850.00)

Prorated May 1 - 8, 2025 (\$640.00)

**Total \$43,010.00**

**Dates:** Services Effective Date: TBD

**Service Term:** 1 year from contract date

**Payment Due:** Upon Delivery

DRAFT



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Tiffany Lee, P.E., Interim Principal Civil Engineer

**SUBJECT:** CONTRACT WITH ALL CITIES ENGINEERING INC. FOR THE GOLDRING WELL PIPELINE AND STORM DRAIN PROJECT IN THE AMOUNT OF \$916,920  
**CEQA: Mitigated Negative Declaration / Notice of Determination Filed**  
**Recommendation: Approve**

## **SUMMARY**

To enhance the existing water supply infrastructure, the City is partnering with the City of Sierra Madre to construct a new water supply well within the Arcadia Public Works Services Department Yard. Prior to drilling the new well, a new pump-to-waste storm drainpipe, from the new well site to the existing storm drain on Peck Road, must be constructed. A new water pipeline and sewer pipeline connecting into the existing systems on Kardashian Avenue must also be constructed. To ensure the City is receiving the most competitive prices and quality service for this work, the Public Works Services Department ("PWSD") conducted a formal bid process. All Cities Engineering Inc. submitted the lowest responsive bid.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute a contract with All Cities Engineering Inc. for the Goldring Well Pipeline and Storm Drain Project in the amount of \$916,920, and approve a 10% contingency.

## **BACKGROUND**

The City serves water to over 57,000 residents, primarily with water pumped from the Main San Gabriel Basin, West Raymond Basin, and the East Raymond Basin. To enhance the existing water supply infrastructure, Arcadia is partnering with the City of Sierra Madre to construct a new water supply well (Goldring Well) in the Main San Gabriel Basin.

On November 17, 2020, the Arcadia City Council approved a New Joint Groundwater Production Well Agreement between the Cities of Arcadia and Sierra Madre to jointly design, construct, operate, and maintain a groundwater production well in the Main San

Gabriel Basin. Per the terms of the Joint Agreement, Arcadia and Sierra Madre are each responsible for 50% of the cost of all matters related to the new well.

In March 2023, in response to increased concern over Per- and polyfluoroalkyl substances (“PFAS”, also known as “forever chemicals”), the Environmental Protection Agency (“EPA”) published proposed regulations that would set Maximum Contaminant Levels (“MCL”) for select PFAS contaminants. PFAS can be found in products such as food packaging and commercial and household products, which often end up in groundwater and are toxic at relatively low concentrations, thus, presenting a danger to both human health and the environment. On June 20, 2023, City Council approved an amendment to include PFAS treatment for the new well to address PFAS that had been detected in other groundwater sources within the vicinity of the Goldring Well.

The Goldring Well and PFAS Treatment Project consists of the construction of a new groundwater production well, a PFAS treatment plant, a new 30,000-gallon backwash tank with a new 4-inch diameter sewer pipeline, a new 12-inch diameter ductile iron water main, and a new 30-inch diameter Reinforced Concrete Pipe (“RCP”) pump-to-waste storm drain pipeline. The water, sewer, and storm drain pipelines need to be completed before the new well drilling begins. The storm drain pipe is approximately 1,400 feet in length, starting from the well site, going westerly on Randolph Street and connecting to the existing 57-inch RCP on Peck Road. The 12-inch diameter ductile iron water main and 4-inch sewer main connect from the well site to the existing water and sewer mains on Kardashian Avenue. To ensure the City is receiving the most competitive prices and quality service for this work, the PWSD conducted a formal bid process.

## **DISCUSSION**

A Notice Inviting Bids was published in accordance with City Council Resolution No. 7483, and bid packages were distributed to contractors that perform this type of work. On May 13, 2025, the City Clerk received twelve sealed bids with the following results:

<b>Bidder</b>	<b>Location</b>	<b>Bid</b>
All Cities Engineering Inc.	Riverside	\$ 916,900
Zeco, Inc.	Yorba Linda	\$ 944,610
AZAS Engineering Inc.	Glendale	\$ 976,424
Cedro Construction Inc.	Santa Paula	\$ 1,084,204
Dominguez General Engineering, Inc.	Pomona	\$ 1,213,750
Garrett J Gentry General Engineering Inc.	Upland	\$ 1,275,000
Lonerock, Inc	Irvine	\$ 1,371,000
Toro Enterprises, Inc.	Oxnard	\$ 1,379,911
Palp, Inc DBA Excel Paving	Long Beach	\$ 1,395,950
KEC Engineering	Corona	\$ 1,525,335
GRBCON, Incorporated	Baldwin Park	\$ 1,662,686
MMC, Inc.	La Palma	\$ 1,676,500

Bid documents were reviewed for content and the contractor's background was also investigated. Based on the review, it has been determined that All Cities Engineering Inc. is the lowest responsive bidder for this work and is qualified to complete the project as defined in the bid documents. All Cities Engineering Inc. has successfully completed similar projects for the Cities of Garden Grove, Norco, Fullerton, Westminster, and Redlands, and the Jurupa Community Services District.

### **ENVIRONMENTAL ANALYSIS**

Pursuant to the provisions of the California Environmental Quality Act ("CEQA"), an Initial Study/Mitigated Negative Declaration ("IS/MND") was prepared to evaluate the potential environmental effects associated with the implementation of the Goldring Well and PFAS Treatment Project. The IS/MND found that there would be either no impact or less than significant impact on all resources with the exceptions of Air Quality, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources. These four resource categories were found to have "Less than significant Impact with Mitigation Incorporated."

The Draft IS/MND was circulated for public review and comments for 30 days from February 10, 2025, to March 11, 2025. On April 1, 2025, the City Council adopted the IS/MND for the Project, approved the Mitigation Monitoring and Reporting Program, and authorized the execution of the Notice of Determination. On April 3, 2025, the Mitigated Negative Declaration/ Notice of Determination was filed with the Los Angeles County Clerk and was published with the State Clearing House. The CEQA process has, therefore, been completed.

### **FISCAL IMPACT**

Funds in the amount of \$1,085,000 have been budgeted in the Fiscal Year 2023-24 Capital Improvement Program for the Goldring Well Pipeline and Storm Drain Project. The total cost for the Project is \$916,920, and a 10% contingency would bring the total cost to \$1,008,612. The cost share for the City of Arcadia, including the 10% contingency, is \$607,277.

The cost share for Sierra Madre, including the 10% contingency, is \$401,335. Arcadia's cost share is higher because it includes additional costs for increasing the storm drainpipe from an 18-inch to 30-inch, installing catch basins, curb and gutter, and cross gutter, to address local storm runoff and a ponding issue that will benefit Arcadia exclusively, but are included in this project for efficiency and expediency.

### **RECOMMENDATION**

It is recommended that the City Council determine that the CEQA process for the Goldring Well and PFAS Treatment Project has been completed in accordance with the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager

Award Goldring Well Pipeline and Storm Drain Project

June 17, 2025

Page 4 of 4

to execute a contract with All Cities Engineering Inc. for the Goldring Well Pipeline and Storm Drain Project in the amount of \$916,920, and approve a 10% contingency.

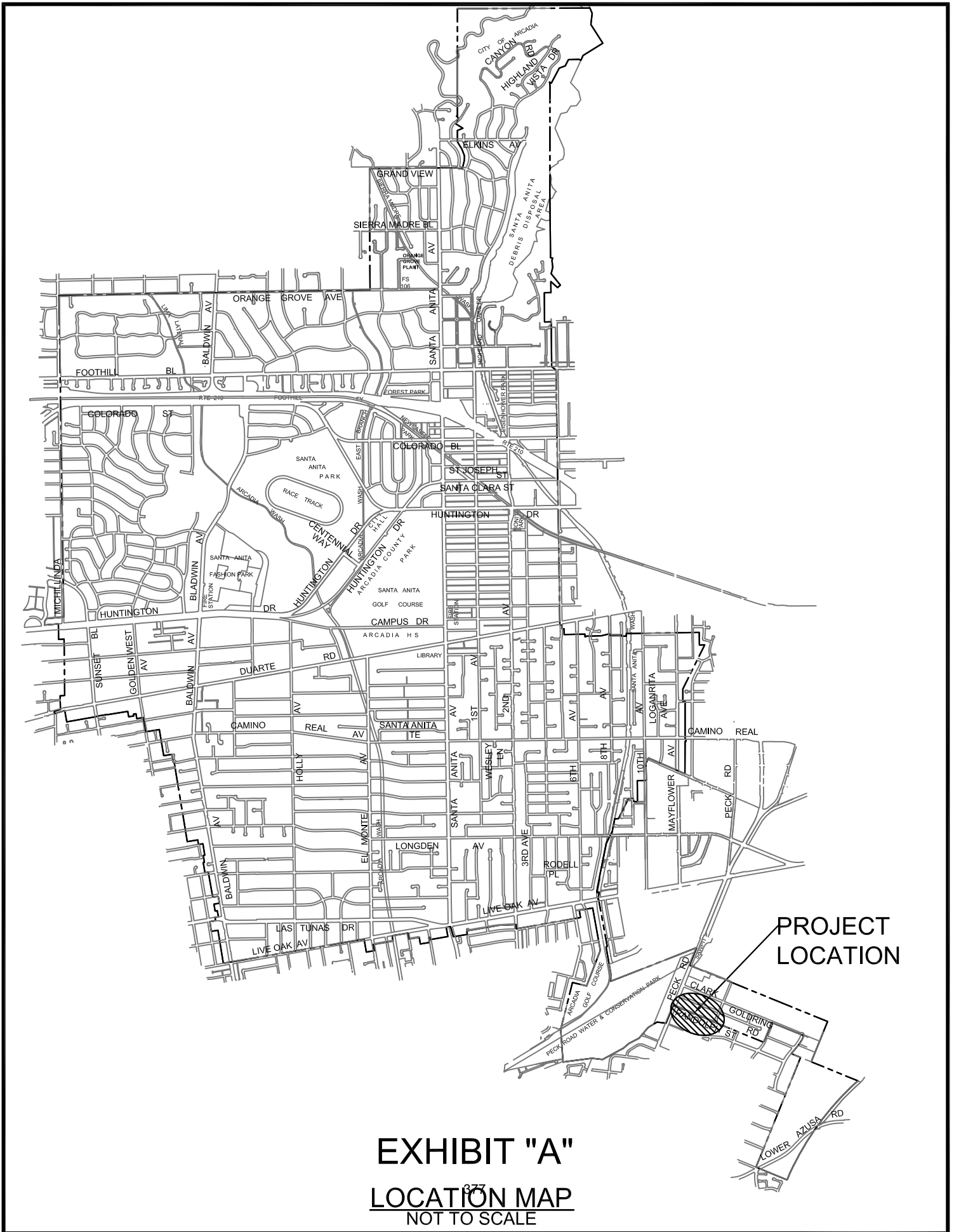
Approved:



Dominic Lazzaretto  
City Manager

Attachments: Exhibit "A" - Project Location Map  
Proposed Contract

# Goldring Well Pipeline and Storm Drain Project Project No.: 72854624



**EXHIBIT "A"**  
**LOCATION MAP**  
NOT TO SCALE

**CITY OF ARCADIA**

**PIPELINE AND STORM DRAIN IMPROVEMENT PROJECT  
PROJECT NO. 72854624**

**CONTRACT**

**BETWEEN  
CITY OF ARCADIA  
AND  
ALL CITIES ENGINEERING, INC.**

**CONTRACT FOR THE  
CITY OF ARCADIA**

This CONTRACT, No. \_\_\_\_\_ is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between City of Arcadia, sometimes hereinafter called "City," and **All Cities Engineering, Inc.**, sometimes hereinafter called "Contractor."

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

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

**PIPELINE AND STORM DRAIN IMPROVEMENT PROJECT / PROJECT NO. 72854624**

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

**B. TIME FOR COMPLETION.** Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **SIXTY (60) CALENDAR DAYS** calendar days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

**C. CONTRACT PRICE.** The City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **NINE HUNDRED SIXTEEN THOUSAND, NINE HUNDRED TWENTY DOLLARS AND NO CENTS (\$916,920.00)**. Payment shall be made as set forth in the General Conditions.

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

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

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

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

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

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

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

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

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

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

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

**CITY OF ARCADIA**

**ALL CITIES ENGINEERING, INC.**

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

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

*Attest:*

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

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

*Approved as to Form:*

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** SERVICES AGREEMENT WITH VERTEX DATA UTILITY SERVICES, LLC. TO PROVIDE WATERSMART SOFTWARE FOR ARCADIA WATER CUSTOMERS IN AN AMOUNT NOT TO EXCEED \$49,597.14  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

Since 2015, the Public Works Services Department (“PWSD”) has been providing home water reports for residential utility customers through WaterSmart Software. The home water reports encourage water conservation, provide education on how much water a household uses, and compare customer’s water use to similar sized properties. The WaterSmart home water reports have been one of the most effective ways to encourage water conservation. The existing three-year Agreement for the WaterSmart Software approved by the City Council on August 16, 2022, is expiring.

It is recommended that the City Council approve, authorize, and direct the City Manager to execute an annual Services Agreement with Vertex Data Utility Services, LLC. to provide WaterSmart Software in an amount not to exceed \$49,597.14. It is further recommended that the City Council authorize three optional annual extensions and delegate the authority to approve future extensions under this agreement to the City Manager, without having to return to the City Council for subsequent approval, provided that any changes to the financial terms stay within standard inflationary limits.

## BACKGROUND

As California continues to experience unpredictable weather conditions, water conservation remains a state legislative interest. As such, it is beneficial to the City of Arcadia and the community to continue efficient water use habits. The City of Arcadia has utilized WaterSmart Software, a cloud-based, one-of-a-kind customer engagement and analytics platform to provide residents with individualized household water use goals and water conservation tips. The existing Agreement for the WaterSmart Software is set to

expire. WaterSmart, acquired by Vertex Data Utility Services, LLC. in 2020, utilizes a web-based system that encourages water use efficiency through behavioral motivation. Their services include easy-to-read home water reports that provide customers with information on how much water their household uses, how they compare to neighbors, and how they can save water and money.

WaterSmart offers personalized home water reports and access to an interactive web portal. Both have shown to be effective in assisting with water use efficiency. Based on controlled, randomized experiments, residential customers who receive home water reports are three times more likely to participate in the City's water conservation programs. Incremental gains in water efficiency at the household level translate into significant systemwide economic savings and return-on-investment for utility customers.

## **DISCUSSION**

WaterSmart is used by more than thirty-four California public and private water utilities, including the Cities of Glendale, Pasadena, Los Angeles, Buena Park, and Irvine Ranch Water District. Utilities that have implemented the WaterSmart software show annual water savings of over 5%. WaterSmart's customer-engagement platform includes paper and electronic home water reports, a consumer web portal for residents, and a water efficiency dashboard for the Water Utility staff.

The City of Arcadia water conservation program includes:

### **Home Water Reports**

- Home water report mailed to customers.
- Reports include personalized water consumption in Gallons Per Day.
- Reports include consumption comparison to neighborhood.
- Reports include personalized water saving actions.

### **Water Customer Portal**

- Water use comparison to neighbors.
- Historic water use trend analysis.
- Seasonal use comparison.
- Targeted recommendations.

### **Utility Water Dashboard**

- Track and measure results.
- Improve customer service interactions.
- Consumption and behavior analytics by customer class.
- Water use trend analysis.
- Leak and high use alerts.

WaterSmart home water reports are delivered to 9,611 Arcadia residents. Approximately 1,593 residential customers are registered in the WaterSmart Customer Portal. Per WaterSmart's efficiency study, which tests the impact of water reports on residential water consumption, it was determined that WaterSmart home water reports help save approximately 1,669 acre-feet of water annually. Because WaterSmart software is a proprietary, one-of-a-kind software solution, it is considered a sole source agreement.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The services agreement with Vertex Data Utility Services, LLC. for the WaterSmart Software will be in amount not to exceed \$49,597.14. Sufficient funds are budgeted in the Fiscal Year 2025-26 Operating Budget - Water Fund.

### **RECOMMENDATIONS**

It is recommended that the City Council determine that this agreement does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute a Services Agreement with Vertex Data Utility Services, LLC. to provide WaterSmart Software for Arcadia water customers in an amount not to exceed \$49,597.14. It is further recommended that the City Council authorize three optional annual extensions and delegate the authority to approve future extensions under this agreement to the City Manager, without having to return to the City Council for subsequent approval, provided that any changes to the financial terms stay within standard inflationary limits.

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Proposed Services Agreement

**TERMS AND CONDITIONS**

This agreement is made between WaterSmart Software, Inc. (“VertexOne”), a Delaware Limited Liability Company, and City of Arcadia (“Utility”). In addition, for the protection of Utility and VertexOne, certain customary legal terms are set forth below and on the “Software-as-a-Service Provisions” attached. This document and its incorporated attachments are together referred to as the “Agreement”.

1. Payment by Utility under this Agreement for the initial term specified above is outlined in the Order Form. VertexOne shall invoice Utility upon signing of the Agreement and be compensated as set forth in the Order Form, and Utility shall pay invoices within 30 days of receipt. VertexOne shall be entitled but not obligated to suspend services due to delinquent payments, and any late payments shall be subject to an additional charge of the lesser of either (i) 1.5% per month; or (ii) the maximum interest rate permitted by law. Client is responsible for paying all taxes associated with its purchases hereunder. If VertexOne has the legal obligation to pay or collect taxes, VertexOne will invoice Client and Client will pay that amount unless Client provides VertexOne with a valid tax exemption certificate authorized by the appropriate taxing authority.
2. Each party has the right to terminate this Agreement if the other party has materially breached the Agreement and such breach remains uncured for a period of thirty days after written notice of such breach is sent to the breaching party.
3. VertexOne is an independent contractor, and shall not be considered an officer, agent, or employee of Utility.
4. VertexOne shall perform its services in a timely and professional manner consistent with standards generally and reasonably expected of software-as-a-service VertexOnes serving water utilities in the United States. VertexOne and its pertinent contractors have and shall maintain any applicable licenses or authorizations necessary to provide their services to Utility.
5. The Software-as-a-Service Provisions attached are incorporated by reference and include terms covering intellectual property rights, confidentiality, cooperation of the parties, limitation of liability, and certain other terms. Also included are terms applicable to bill payment, leak alert and group messenger services if such services are elected by Utility.
6. VertexOne shall hold harmless, defend, and indemnify Utility and its officers, directors, employees, and volunteers from and against all claims, damages, losses, and expenses including reasonable attorney fees arising out of VertexOne’s services, to the extent caused by any grossly negligent act or omission of VertexOne, any of its subcontractors, and anyone employed by any of them, except if caused by the active negligence, sole

negligence, or willful misconduct of Utility. VertexOne’s defense and indemnity obligations under this Agreement shall be limited and shall not exceed the fees received by VertexOne for the services that give rise to the liability in the twelve months preceding the accrual of such liability. The foregoing general defense and indemnity provisions shall not apply to contexts excluded by other express terms of this Agreement.

7. If Utility elects to make available to its end users optional bill payment services offered by or supported by VertexOne, which may or may not be integrated within VertexOne’s electronic interfaces, Utility acknowledges that such services are provided directly to Utility by a third-party independent contractor. Such services shall not be supported by VertexOne until Utility enters into a mutually acceptable commercial agreement directly with such third party which shall govern Utility’s rights and obligations with respect to such services. The indemnity provisions above shall not apply to bill payment services, and any indemnity for such services shall be provided by the referenced third-party provider.
8. Unless otherwise specified, VertexOne shall maintain the following policies of insurance in full force and effect during the term of the Agreement in the amounts shown below.

Commercial General Liability Insurance (policy as broad as the standard ISO form)	\$1,000,000 per occurrence / \$2,000,000 aggregate per policy
Professional Liability (errors and omissions, including cyber coverage)	\$5,000,000 per claim
Automobile Liability Insurance including hired, and non-owned vehicles	\$1,000,000 per accident
Workers’ Compensation	As required by statute

9. All insurance coverages of VertexOne are primary insurance as to Utility.
10. Upon request by Utility, a certificate of insurance shall be promptly provided by VertexOne confirming the coverages above.
11. VertexOne shall comply, and upon request shall certify its compliance with, any conflict-of-interest avoidance requirements of Utility.
12. Upon or before external launch of VertexOne’s services, Utility and VertexOne shall cooperate to mutually approve a press release announcing the parties’ relationship. Each party may disseminate and display such press release and/or its contents and may reference its relationship with the other party by name and display of the other’s logo, online and offline and in subsequent communications with third parties.
13. Utility may extend or expand the agreement beyond the initial term provided for above by signing a

- mutually acceptable Order Form prior to the expiration of the initial term.
14. This Agreement may be executed in counterparts, including by electronic delivery. It states the complete agreement of the parties concerning its subject matter, and it may be extended or amended only in a writing signed by both parties.
  15. Notices shall be sent to each party at the addresses in the signature block.
  16. Where either Party sees the need for a change, Client may request or VertexOne may recommend such Change in accordance with the Change Management Process outlined in Exhibit A. Either Party may also seek additional information or suggest reasonable modifications to a proposed change. Additional work falling under the Change Management Policy will be billed at the specified hourly rate, excluding travel expenses. The Blended Rate is subject to Annual Escalation increases per the Agreement terms.
  17. Upon (a) any automatic extension of the Term or the Subscription End Date, or (b) use of the Software

beyond the Term or Subscription End Date, VertexOne shall apply a twenty-five percent (25%) increase to the Fees and may in its sole discretion add new charges (including charges to account for increases or decreases in transaction volume). If Client has agreed to a renewal (in an Order Form or Statement of Work) before the automatic extension date, Subscription End Date, or the first day of the hold-over period, the relevant Order Form or Statement of Work associated with such renewal shall prevail. Client understands that pricing is contingent on timely renewal and failure to timely renew requires VertexOne to allocate resources in a manner that incurs additional cost. If a renewal is agreed after the extension or hold-over period, no refund or credit against future fees will be given.

**IT IS SO AGREED.**

VertexOne

Utility

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

## Software-as-a-Service Provisions

BACKGROUND: VERTEXONE's customer engagement and data analytics services are to be provided primarily by utilization of VERTEXONE's proprietary software hosted on VERTEXONE's computer systems and accessed by authorized users over the Internet. This is a shared cost software utilization model which enables customers to achieve substantial cost savings versus commissioning custom development of software or licensing software for installation and maintenance on customers' computer systems. Companies like VERTEXONE are commonly referred to as "SaaS" or "software-as-a-service" providers. Certain supplemental provisions which are customary within the SaaS sector and essential to enabling VERTEXONE's SaaS service model and providing substantial cost savings for Utility, are set forth below and incorporated by reference in the Agreement. Also included below are additional terms applicable to bill payment, leak alert and group messenger services if such services are elected by Utility.

A. VERTEXONE's reservation of intellectual property rights VERTEXONE has created, acquired or otherwise currently has rights in, and may, in connection with the performance of this Agreement or otherwise develop, create, employ, provide, modify, acquire or otherwise obtain rights in various inventions, concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates, software, applications, documentation, user interfaces, screen and print designs, source code, object code, databases, algorithms, development framework repositories, system designs, processing techniques, tools, utilities, routines and other property or materials, including without limitation any and all subject matter protected or which may be protected under patent, copyright, mask work, trademark, trade secret, or other laws relating to intellectual property, whether existing now or in the future, whether statutory or common law, in any jurisdiction in the world ("VERTEXONE IP"). Utility acknowledges that VERTEXONE owns and shall own all intellectual property rights in and to deliverables hereunder, the VERTEXONE IP and derivative works of VERTEXONE IP (whether

independently or jointly conceived), regardless of whether or not incorporated in any print or electronic Water Reports, Customer Portal, Utility Dashboard, or other software or deliverable provided to Utility by VERTEXONE, and that Utility shall acquire no right or interest in the same.

Utility agrees to assign, and hereby does assign, any right, title and interest in any suggestions, enhancement requests, or other feedback provided by Utility relating to services offered by VERTEXONE. If and to the extent any such assignment is ineffective, Utility hereby grants to VERTEXONE a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into its services any such suggestions, enhancement requests, or other feedback provided by Utility.

Subject to the foregoing, authorized employees and customers of Utility may during the term of the Agreement access and use the VERTEXONE SaaS services, print and electronic Water Reports, Customer Portal, Utility Dashboard, Extended Messaging Services, other deliverables provided to Utility by VERTEXONE, and applicable bill presentment services, each as so specified by the Scope of Work, for purposes of Utility's customer engagement program, customer billing, and for Utility's internal purposes, so long as Utility is current with respect to its financial and other obligations under the Agreement. Such authorization is limited to Utility's service territory and is non-exclusive, non-transferable, and non-sublicensable. If Utility enters into an agreement with a third-party contractor of VERTEXONE related to bill payment services, the intellectual property provisions of such agreement shall apply with respect to intellectual property owned or controlled by such third party. Any rights not expressly granted herein are reserved by VERTEXONE and its licensors.

B. Utility's cooperation in providing necessary inputs Deliverables to be provided by VERTEXONE via its proprietary software require certain data from Utility. Utility shall provide VERTEXONE with those data, records, reports, approvals, and other inputs identified for Utility to provide in the Scope of Work or otherwise requested by VERTEXONE. Utility shall ensure that such inputs are accurate and within Utility's

legal rights to share with VERTEXONE subject to the confidentiality and other applicable provisions of the Agreement. Time is of the essence, and Utility shall provide its inputs within the timeframes specified for Utility by the Scope of Work. If bill payment services are included in the Scope of Work, Utility shall cooperate with VERTEXONE and its applicable third-party partner(s) in timely providing the data, records, reports, approvals, and other inputs requested for such services. VERTEXONE shall not be responsible for delays outside VERTEXONE's control, and deadlines for VERTEXONE's performance shall be adjusted, if necessary, to accommodate delays by Utility.

C. Confidentiality and VERTEXONE's use of aggregated data All data, documents and other information received or accessed by one party ("Receiver") from the other party or its end users (collectively, "Discloser") for performance of this Agreement, including without limitation personally identifiable information and financial information, are deemed confidential. Such information shall not be used or disclosed by the Receiver without the prior written consent of the Discloser or owner (which may include without limitation consent by end users to share any information with additional users they authorize), except to the Receiver's employees and contractors on a need-to-know basis for performance of this Agreement with appropriate confidentiality protections. For this purpose, protected confidential information shall not include (i) information that, at the time of disclosure, is publicly available or generally known or available to third parties, or information that later becomes publicly available or generally known or available to third parties through no act or omission by the Receiver; (ii) information that the Receiver can demonstrate was in its possession prior to receipt from the Discloser; (iii) information received by the Receiver from a third party who, to the Receiver's knowledge and reasonable belief, did not acquire such information on a confidential basis from the Discloser; (iv) information the Receiver can demonstrate was independently developed by it or a third party; or (v) information that the Receiver is legally required or compelled by a court to disclose.

The foregoing confidentiality obligations are subject to the following clarification of the parties' rights and obligations with respect to aggregated and anonymous data. The foregoing confidentiality provisions do not apply to any public records, as that term is used in the California Public Records Act (Cal. Government Code sections 7920.000 et seq.), that are subject to public disclosure under the California Public Records Act. The confidentiality obligations set forth herein shall not apply to the extent such information is determined to be a public record subject to disclosure under the CPRA; provided that, to the extent permitted by law, prior notice shall be given to VertexOne of any request for such information to allow VertexOne the opportunity to seek a protective order or other appropriate remedy. Utility hereby gives its permission to VERTEXONE to use and disclose on an anonymous and/or aggregated basis (excluding any personally identifiable information) any data pertaining to Utility end customers and their water consumption, including without limitation derivative data and data combined with the data of other utilities, for purposes of project evaluation and any research, product development, marketing, or other legitimate business purposes. This Section C shall survive any termination or expiration of the Agreement. Each party shall post and comply with its applicable privacy policy.

D. Software corrections and third-party acts; limitation of liability for SaaS services In the event that VERTEXONE's services fail to meet specifications or other requirements specified by the Scope of Work, Utility shall promptly notify VERTEXONE and VERTEXONE shall promptly correct any defect or substitute services, software, or products to achieve the functionality and benefits originally specified. If VERTEXONE promptly makes such correction or substitution, VERTEXONE shall have no further liability with

respect to said defect(s), notwithstanding any other provision of the Agreement. All warranties not expressly stated in the Agreement are disclaimed. Utility understands that Utility's use of VERTEXONE's services provided online may be interrupted by circumstances beyond VERTEXONE's control involving third parties, including without limitation computer, telecommunications, network, Internet service provider or hosting facility failures or delays involving hardware, software, networks, or power systems not within VERTEXONE's possession or direct control, and network intrusions or denial of service attacks (collectively, "Third Party Acts"). VERTEXONE shall not be responsible or otherwise liable for any Third-Party Acts, including, without limitation, any delays, failures, or security breaches and damages resulting from or due to any Third-Party Acts, provided that VERTEXONE has exercised due care. However, in the case of any Third-Party Act which will delay or prevent VERTEXONE from providing online services to Utility, VERTEXONE will promptly notify Utility and assist in mitigating any impact. NEITHER PARTY WILL BE LIABLE TO THE OTHER, UNDER ANY CLAIM RELATING TO THIS AGREEMENT, FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL, RELIANCE or CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE OR LOSS OF DATA, EVEN IF ADVISED OF THE POSSIBILITY OF THESE DAMAGES. Under no circumstances or event shall VERTEXONE's total cumulative liability for losses or damages of any kind arising under or relating to this Agreement and under any theory (contract, tort, defense, and indemnity, or otherwise), exceed the fees received by VERTEXONE for the services that give rise to the liability in the twelve months preceding the accrual of such liability. The foregoing limited remedy and limitation of liability provisions shall apply notwithstanding any conflicting provisions or any failure of essential purpose with respect to a limited remedy or limitation of liability, and shall survive any termination or expiration of the Agreement. Utility acknowledges that pricing for VERTEXONE's services would be substantially higher without the aforementioned limitations.

E. Technology and services infrastructure  
VertexOnes VERTEXONE as a SaaS provider utilizes the secure cloud hosting platform of a third-party industry leader in cloud computing with state-of-the art security to host the data of all VERTEXONE customers. VERTEXONE utilizes a reputable third party VertexOne to perform printing and mailing services when included within the scope of VERTEXONE's work. For bill payment services, including credit card, debit card, and ACH payments and authentication, VERTEXONE works with leading edge, reputable third party VertexOnes specializing in such functions. Since the referenced cloud hosting platform, printing and mailing VertexOnes, bill payment services providers, and certain other VertexOnes performing similar or related functions, are integral components of VERTEXONE's technology and services infrastructure used across its pertinent customer base and are not specific to Utility and services under this Agreement, Utility acknowledges that such utilization or collaboration is not considered subcontracting of VERTEXONE's services under this Agreement.

If Utility elects to make bill payment services available to its end customers, the pertinent end users and Utility assume all risks associated with such services, and no indemnity provisions in favor of Utility shall apply to such services, except in the event of VERTEXONE's willful misconduct. In the absence of willful misconduct by VERTEXONE, Utility's sole remedies related to bill payment services shall be from the independent third-party provider of such services in accordance with any contract between Utility and such provider. If Utility enters into an agreement with any third-party contractor of VERTEXONE for any other services ancillary or related to the services provided by VERTEXONE during the term of this Agreement, Utility shall first seek and exhaust all remedies from such third-party contractor prior to seeking any remedy from VERTEXONE with respect to such services.

With respect to all bill payment services, as well as any services provided by independent third-party contractors not in contract with VERTEXONE, including without limitation any such services which at Utility's request or direction are integrated by VERTEXONE into its

electronic interfaces for Utility, VERTEXONE shall not be responsible for services provided by such third parties. In furtherance of the foregoing, Utility shall hold harmless, defend, and indemnify VERTEXONE and its officers, directors, employees, contractors, representatives, and volunteers from and against all claims, damages, losses, and expenses, including without limitation any statutory damages, penalties, and attorney's fees, arising out of, or relating to such third-party services, except in the event of VERTEXONE's willful misconduct.

F. Compliance with Laws VertexOne shall comply with all federal, state, and local laws, regulations, regulatory rulings, and ordinances as may be applicable to the performance of its services under this Agreement. Utility shall comply with all federal, state, and local laws, regulations, regulatory rulings, and ordinances related to this Agreement, and shall have sole responsibility for securing any necessary regulatory approvals, if any, for this Agreement and/or the services hereunder.

Utility shall be responsible for obtaining from its end customers any consents and providing any notices, if any are legally required, for the services to be provided by VertexOne hereunder, as well as any bill payment or other third-party services elected by Utility.

G. Extended Messaging Services If Utility elects to utilize VERTEXONE's leak alert or group messenger services, certain supplemental legal terms shall apply. These supplemental terms ("Extended Messaging Terms") are set forth below and shall prevail in the event of any conflict or inconsistency. For avoidance of doubt, the Extended Messaging Terms apply to all VERTEXONE services involving automated phone calls (conventional and mobile), pre-recorded messages, text messages, and other such bulk communications (including emails outside of VERTEXONE's core customer engagement offerings) (collectively, "Extended Messaging Services").

1. Utility shall be solely responsible for the content of any messages or communications to end customers which Utility initiates or authorizes in connection with the Extended

Messaging Services, as well as Utility's selection of any vehicle (i.e., conventional phone, mobile phone, text, email) for such messages or communications. VERTEXONE shall have no responsibility or liability of any kind with respect to messages or communications initiated or authorized by Utility or its representatives. In furtherance of the foregoing, Utility shall hold harmless, defend and indemnify VERTEXONE and its officers, directors, employees, contractors, representatives and volunteers from and against all claims, damages, losses and expenses including without limitation any statutory damages, penalties, and attorney's fees, arising out of or relating to the Extended Messaging Services or any breach by Utility of the Agreement including without limitation these Extended Messaging Terms, except in the event of VERTEXONE's willful misconduct. For avoidance of doubt, if the Agreement has other indemnity provisions in favor of Utility such provisions shall not apply to the Extended Messaging Services, except in the event of VERTEXONE's willful misconduct.

2. If Utility elects to make available to its end customers Extended Messaging Services offered by VERTEXONE to alert end users of potential leaks or high-water usage, the pertinent end users and Utility assume all risks associated with such alerts, and no indemnity provisions in favor of Utility shall apply to such risks (including without limitation any liability claims for failure to alert or inaccurate alerts), except in the event of VERTEXONE's willful misconduct.
3. With respect to Extended Messaging Services, VERTEXONE's role is limited to delivering via its technology platform Utility's communications through vehicles selected by Utility; accordingly, compliance with applicable laws (which may vary by state and locale) is strictly Utility's responsibility with respect to Extended Messaging Services notwithstanding any provision to the contrary.
4. Utility is encouraged to consult legal counsel of its own with respect to this Agreement and in reference to Federal Communications

Commission Declaratory Ruling FCC 16-88 (released August 4, 2016), any Extended Messaging Services, and compliance with applicable federal, state, and local laws, regulations and regulatory rulings, and ordinances. Utility shall not rely on VERTEXONE or VERTEXONE's representatives for legal advice or guidance concerning the content or appropriate vehicles (i.e., conventional phone, mobile phone, text, email) for communications with Utility end customers.

5. In order to provide the Extended Messaging Services at efficient cost and with optimal levels of security and reliability, VERTEXONE may utilize one or more third party communications technology and communications services providers. Since such providers are utilized across VERTEXONE's pertinent customer base and are not specific to Utility and service choices by Utility under the Agreement, Utility acknowledges that such utilization is not considered subcontracting of VERTEXONE's services under the Agreement.



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** AUTHORIZE LEASE AGREEMENT FOR 1,200 ACRE-FEET OF PRODUCTION RIGHTS IN THE MAIN SAN GABRIEL BASIN FROM COVINA VALLEY WATER COMPANY IN THE AMOUNT OF \$1,096,200  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The City of Arcadia gets a major portion of its drinking water supply from the Main San Gabriel Groundwater Basin ("Main Basin"). The remaining demand is met by City wells that pump a fixed amount of groundwater from the Raymond Basin. The City was recently informed that there is an opportunity to lease 1,200 acre-feet of production rights from the Main San Gabriel Groundwater Basin from Covina Valley Water Company. These water rights will be leased at a reduced cost of \$913.50 per acre-foot. The leased production rights will be applied to the replacement water obligation for Fiscal Year 2024-25 and will reduce the City's total obligation to purchase replacement water, resulting in savings of \$121,800.

It is recommended that the City Council authorize the Lease Agreement for 1,200 acre-feet of production rights in the Main San Gabriel Basin from Covina Valley Water Company, in the amount of \$1,096,200.

## **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 efficient management of the Main Basin.

The Main San Gabriel Basin Watermaster determines 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 2024-25 was set at 160,000 acre-feet. The City's annual share of the Operating Safe Yield is 4.23%, or 6,768 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. 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 City of Arcadia Public Works Services Department ("PWSD") continues to proactively secure reliable water resources whenever possible, to meet current and future demands. Recently, the Covina Valley Water Company ("CVWC") announced that 1,200 acre-feet of its Main San Gabriel Basin production rights would be available for lease. Essentially, the CVWC will not be using its entire allocation and is offering other agencies the opportunity to purchase those water rights at a reduced rate. Staff has negotiated favorable terms for this water lease to supplement the City's water portfolio. The leased water rights will be applied to the replacement water obligation for Fiscal Year 2024-25 and will reduce the City's total obligation to purchase replacement water.

Under the terms of the proposed agreement, the City will lease 1,200 acre-feet of production rights from CVWC. The lease rate is based on 90% of the 2025 Upper District Cyclic Water Rate (UD Rate), which is \$1,015 per acre-foot. This means the City will be able to purchase each acre-foot for \$913.50, thereby saving \$121,800. This lease ensures the City's continued access to supplemental water supplies at a competitive rate, thereby supporting long-term water reliability and fiscal responsibility.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

The total cost of the Lease Agreement with CVWC is \$1,096,200. Sufficient funds have been budgeted in the Fiscal Year 2024-25 Water Operations Budget for this purchase. The purchase of water under this Lease Agreement will reduce the City's total obligation to buy replacement water and will save the City \$121,800.

**RECOMMENDATION**

It is recommended the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and authorize the Lease Agreement for 1,200 acre-feet of production rights in the Main San Gabriel Basin from Covina Valley Water Company in the amount of \$1,096,200.

Approved:

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

Attachment: Covina Valley Water Company Lease Agreement



May 5, 2025

City of Arcadia  
Mr. Paul Cranmer, Public Works Services Director  
11800 Goldring Rd.  
Arcadia, CA 91006

**RE: 2024-2025 MSGB Water Rights Temporary Transfer**

Dear Paul,

This letter constitutes an offer and an agreement by Covina Valley Water Company (“CVWC”) to lease to the City of Arcadia, **1200** acre-feet of Production Rights in the Main San Gabriel Basin, as adjudicated in the case of “Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al.,” Los Angeles County Superior Court Case No. 92418, for the water year commencing **July 1, 2024 and ending June 30, 2025**.

The amount of consideration is to be **UD RATE = \$1015 FOR 2025, 90% = \$913.50** for each acre-foot of Production Right transferred hereunder and approved by the Main San Gabriel Basin Watermaster (“Watermaster”). Payment for this lease in the amount of **\$1,096,200.00** must be made to CVWC within 10 days of this lease being acknowledged in the meeting minutes of the Watermaster.

I represent and warrant that CVWC is the owner of the aforementioned production rights and that those production rights are not encumbered by any liens or other encumbrances that would interfere with your ability to produce groundwater pursuant to those rights. You shall be responsible for payment of all assessments or other charges imposed by the Watermaster or any other governmental entity on the production rights leased hereunder, and for the preparation of any reports concerning the production of those rights.

If you are in agreement with the terms of this offer, please sign where indicated below and return the signed letter as your acknowledgment of this lease transaction. Also, please sign and notarize the signature on the attached “Temporary Assignment or Lease of Water Right” form. When signed, please return the original copies of the agreement and notarized lease form to our office. Upon receipt of the forms, I will execute and forward the lease documents to the Watermaster for official recording. CVWC appreciates the opportunity to work with you, and we look forward to the successful completion of this transaction.

Sincerely,

COVINA VALLEY WATER COMPANY

P. David Michalko  
General Manager

ACCEPTED BY:

City of Arcadia

BY: \_\_\_\_\_  
Mr. Paul Cranmer, Public Works Services Director

DATE: \_\_\_\_\_

Enc.

**TEMPORARY ASSIGNMENT OR LEASE OF WATER RIGHT**

For a valuable consideration, receipt of which is hereby acknowledged, Covina Valley Water Company  
("Assignor") does hereby assign and transfer to City of Arcadia, ("Assignee")  
commencing on July 1, 2024 and terminating June 30, 2025, on the following water right(s):

(Check following appropriate category)

- Production Right 1200 AF
- Prescriptive Pumping Right \_\_\_\_\_ AF
- Base Annual Diversion Right \_\_\_\_\_ AF

- Integrated Production Right (consisting of \_\_\_\_\_ AF of "Prescriptive Pumping Component" and \_\_\_\_\_ AF of "Diversion Component")
- Carryover Right \_\_\_\_\_ AF

adjudicated to Assignor or his predecessor in the Judgment in the case of "Upper San Gabriel Valley Municipal Water District, v. City of Alhambra, et al." Los Angeles Superior Court No. 924128.

Said assignment is made upon condition that:

- (1) Assignee shall exercise said right on behalf of Assignor for the period described hereinabove and the first water produced by Assignee from the Relevant Watershed of the Main San Gabriel Basin after the date hereof shall be that produced hereunder;
- (2) Assignee shall put all waters utilized pursuant to said transfer to reasonable beneficial use; and
- (3) Assignee shall pay all Watermaster assessments on account of the water production hereby assigned or leased.

DATED: \_\_\_\_\_

ASSIGNEE

ASSIGNOR

City of Arcadia

Covina Valley Water Company

Signature

Signature

Name of Designee (of Assignee) to receive service of Processes and Notices:

Paul Cranmer

Name of Designee (of Assignor) to receive service of Processes and Notices:

P. David Michalko

11800 Goldring Rd.

146 E College Street

Arcadia, CA 91006

Covina, CA 91723

Address

Address

Tel. No.: \_\_\_\_\_

Tel. No.: 626-332-8935

E-mail Address: pcranmer@arcadiaca.gov

E-mail Address: dmichalko@covinavalleywa

To be executed by both Assignee and Assignor and, if separately requested by Watermaster, be accompanied by a map of the service area where the water was used by Assignor and a map of the service area where the water is intended to be used by the Assignee.

(Have the appropriate individual(s) or corporate attached acknowledgments completed as part of the temporary transfer.)

A TRUE COPY HEREOF MUST BE FILED WITH WATERMASTER WITHIN 15 DAYS OF EXECUTION

(To be accompanied by completed "Stipulation Re Intervention After Judgment" if Assignee is not a party to the Judgment)



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Library and Museum Services Director

**SUBJECT:** PURCHASE ORDER WITH OCLC, INC. FOR BIBLIOGRAPHIC SERVICES AND METADATA IN AN AMOUNT NOT TO EXCEED \$32,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The Arcadia Public Library relies on OCLC, Inc., a nonprofit cooperative, to supply metadata for its public catalog and to maintain records of its 200,000 items used in Inter-Library Loan services. OCLC supports a continually updated database containing the collections of 30,000 member libraries, helping ensure accuracy and completeness. It is recommended that the City Council approve a Purchase Order for bibliographic services and metadata from OCLC, Inc. in an amount not to exceed \$32,000.

## **BACKGROUND**

The Arcadia Public Library uses the services of OCLC, Inc. as the supplier of metadata for its public catalog as well as maintaining a record of its 200,000 items used in providing Inter-Library Loan service to the public. OCLC is a nonprofit cooperative organization that maintains a database of the collections of 30,000 member libraries, which is continually updated to enhance accuracy and completeness.

## **DISCUSSION**

The estimated cost of \$32,000 for OCLC's services is based on historical usage. Searching for and downloading metadata records in OCLC's database is tracked by time spent and the number of records displayed and downloaded. The average cost of cataloging an item is approximately \$2.45, although there is a range for individual items based on complexity. In addition to the cost for cataloging and metadata, there is a fee of \$765 per year for an online tool that helps staff select the appropriate Dewey Decimal number for new items. Also, there is an additional annual cost for searching and requesting Inter-Library Loan items of approximately \$0.75 (amount varies depending on complexity) on top of regular search costs, and postage costs for returning items to

lending libraries. Patrons pay a \$5.00 fee for requesting an Inter-Library Loan item, which helps defray the cost of this service, and recovered costs are deposited into the General Fund.

Use of high-quality metadata is vital to connecting library patrons with the Library's collections. OCLC membership also greatly expands the range of holdings available from other libraries, so Arcadia Library patrons can request loans through the Library's Inter-Library Loan service. It is recommended that the City Council approve a Purchase Order for bibliographic services and metadata from OCLC, Inc. in an amount not to exceed \$32,000. Sufficient funds are available in the City's Fiscal Year 2025-26 Operating Budget for this purchase.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Sufficient funds have been approved in the City's FY 2025-26 Operating Budget for this Purchase Order, which shall not exceed \$32,000.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with OCLC, Inc. for bibliographic services and metadata in an amount not to exceed \$32,000.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Library and Museum Services Director

**SUBJECT:** PURCHASE ORDER WITH TSAI FONG FOR INTERNATIONAL LANGUAGE MATERIALS IN AN AMOUNT NOT TO EXCEED \$35,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## SUMMARY

The Arcadia Public Library offers patrons a robust collection of materials, including international language titles that offer English translations for Chinese, Vietnamese, and Korean materials. While the Library uses other vendors, Tsai Fong is a sole-source supplier due to its unique catalog records and popular titles that support essential cataloging needs.

It is recommended that the City Council approve a Purchase Order for International language materials, including Simplified and Traditional Chinese language materials, in an amount not to exceed \$35,000. Sufficient funds are available in the City's Fiscal Year 2025-26 Operating Budget to support this purchase.

## DISCUSSION

Tsai Fong provides certain international language titles at a discounted price. This vendor provides English translation titles and invoices necessary to purchase titles in Chinese, Vietnamese, and Korean. Although the Arcadia Public Library uses other vendors for international languages, Tsai Fong includes many popular international titles and authors, providing catalog records not found with other vendors. Tsai Fong is a sole-source supplier for Arcadia due to this key feature, which plays an important role in supporting cataloging efforts.

The estimated cost for Fiscal Year 2025-26 is \$35,000. Sufficient funds are available in the City's Fiscal Year 2025-26 Operating Budget for this purchase. Therefore, it is recommended to approve this Purchase Order with Tsai Fong.

Purchase Order with Tsai Fong for International Language Materials in an amount not to exceed \$35,000

June 17, 2025

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.

### **FISCAL IMPACT**

Sufficient funds have been approved in the City's Fiscal Year 2025-26 General Fund Operating Budget to cover the expected \$35,000 in purchases during the upcoming fiscal year.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with Tsai Fong for international language materials in an amount not to exceed \$35,000.

Approved:

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



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Library and Museum Services Director

**SUBJECT:** PURCHASE ORDER WITH INGRAM FOR LIBRARY MATERIALS IN THE AMOUNT OF \$115,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

The Arcadia Public Library opened a Purchase Order with Ingram for \$10,000 at the beginning of Fiscal Year 2024-25. Subsequently, the Purchase Order was increased by \$65,000 in November 2024 to have a secondary option to receive highly anticipated materials in a timely manner. Ingram has continued to be a reliable service provider to the City, which the Library has continued to utilize with even greater frequency. Due to this emerging need and quality service provided, the request is to spend more in Fiscal Year 2025-26 with Ingram, relative to other providers. It is recommended the City Council approve a Purchase Order with Ingram for library materials in the amount of \$115,000.

## **BACKGROUND**

The Arcadia Public Library orders materials from several vendors; however, the primary materials vendor provides the largest quantity of materials in a timely manner, offering discounts in costs and shipping. In Fiscal Year 2023-24, the Library opened a Request for Proposal (“RFP”) process for primary materials vendors. Baker and Taylor was the top vendor selected to provide these services to the Library, with Ingram ranking second.

Baker and Taylor has a long history of working with the Arcadia Public Library, receiving and shipping orders in a timely manner. Recently, Baker and Taylor closed their West Coast warehouses, and orders are now coming from the Midwest and East Coast instead, delaying delivery times. In many cases, the items are no longer available after the order is placed, causing long waits for popular titles and frustrating patrons. This process requires staff to double-back to determine if the item was ordered, why it hasn’t been received, and ultimately, having to find another source, if the item has been cancelled outright.

## **DISCUSSION**

Due to the unforeseen delays in orders from Baker and Taylor, the Arcadia Public Library expanded its use of Ingram during Fiscal Year 2024-25 to meet the needs of its patrons. Additionally, the Library expects to increase its use of Ingram's services to a greater degree in the coming year. The request to the City Council is to set the limit for purchases from Ingram at \$115,000 for Fiscal Year 2025-26. This would represent an additional \$40,000 increase from this past fiscal year of \$75,000.

With this increase, the Library will have a reliable and timely option to receive new and popular items for its patrons. The overall budget for new library materials will not change; however, by increasing the purchase limit, City staff will be able to choose the vendor that can provide the needed materials in a timely manner, at the best price possible.

## **ENVIRONMENTAL ANALYSIS**

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

## **FISCAL IMPACT**

Sufficient funds for the proposed Purchase Order increase with Ingram have been budgeted in the City's Fiscal Year 2025-2026 Operating Budget. There is no increase to the Library's budget as a result of the Purchase Order increase, rather, a greater share of the existing budget will be reallocated to a vendor that can better meet the needs of the Library.

## **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with Ingram for library materials in the amount of \$115,000.

Approved:

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



# STAFF REPORT

Library and Museum Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Darlene Bradley, Library and Museum Services Director

**SUBJECT:** PURCHASE ORDER WITH OVERDRIVE, INC. FOR EBOOKS, EMAGAZINES, DIGITAL AUDIOBOOKS, AND STREAMING VIDEOS, IN AN AMOUNT NOT TO EXCEED \$69,000  
**CEQA: Not a Project**  
**Recommendation: Approve**

## **SUMMARY**

Since 2011, the Arcadia Public Library has partnered with OverDrive, Inc. to offer patrons access to eBooks, digital audiobooks, and streaming videos. These curated titles can be accessed on computers, tablets, eReaders, or smartphones. The Library participates in the Southern California Digital Library Consortium, a group of 25 libraries that share digital collections to expand offerings for patrons.

It is recommended that the City Council approve a Purchase Order for electronic books, electronic magazines, digital audiobooks, and streaming videos from OverDrive, Inc., in an amount not to exceed \$69,000. Sufficient funds are available in the City's Fiscal Year 2025-26 Operating Budget for this purchase.

## **BACKGROUND**

Since 2011, the Arcadia Public Library has utilized the services of OverDrive, Inc. ("OverDrive") to provide patrons with access to electronic books, digital audiobooks, and streaming videos. OverDrive, Inc. is the leading distributor of these materials to libraries in which titles are curated and selected by staff. Titles purchased through OverDrive are available to the Library's patrons on computers, tablets, eReaders, or smartphones.

## **DISCUSSION**

The Arcadia Public Library has access to OverDrive through its membership in the company's group of local customer libraries, the Southern California Digital Library Consortium, which combines the digital collections of 25 member libraries to provide added selection for our patrons.

The Library also adds to its collection in the Consortium by purchasing individual electronic books, digital audiobooks, and digital videos from OverDrive. These titles include current bestsellers, older classic titles, and titles for adults, teens, and children. Spending for these items has been growing with the increasing popularity of the digital format, with usage by Library patrons increasing each year. Total spending for OverDrive is projected to reach \$69,000 during the next fiscal year and sufficient funding has been allocated in the budget for Fiscal Year 2025-26 for this purchase.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

Sufficient funds have been approved in the City's Fiscal Year 2025-26 Operating Budget for this expense of up to \$69,000.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with OverDrive, Inc. for eBooks, eMagazines, digital audiobooks, and streaming videos, in an amount not to exceed \$69,000.

Approved:

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



# STAFF REPORT

Public Works Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Dave Thompson, Streets Superintendent

**SUBJECT:** CHANGE ORDER TO INCREASE THE PURCHASE ORDER WITH PDQ ENTERPRISES, INC. DBA PDQ RENTALS FOR EMERGENCY EQUIPMENT RENTALS IN THE AMOUNT OF \$12,692

**CEQA: Not a Project**

**Recommendation: Approve**

## **SUMMARY**

In response to the January 2025 Windstorm and Eaton Fire, the Public Works Services Department ("PWSD") opened a purchase order with PDQ Enterprises, Inc. dba PDQ Rentals ("PDQ Rentals") for emergency equipment rentals, which included a forklift, backhoe, dump truck, and skid steer loader. The rented equipment was needed for cleanup and recovery efforts across the City. Additional rental costs included fuel, equipment attachments, delivery, and pickup. Since the equipment has been needed longer than anticipated, the total cost for the equipment rental exceeds the Purchase Order amount by \$12,692. Since the total rental cost from PDQ Rentals now exceeds \$30,000, the Change Order requires City Council approval.

For this reason, it is recommended that the City Council approve a Change Order to increase the Purchase Order with PDQ Enterprises, Inc. dba PDQ Rentals for emergency equipment rentals in the amount of \$12,692.

## **BACKGROUND**

On January 7, 2025, a significant windstorm and fire event impacted the City, requiring extensive cleanup efforts to clear vegetation and tree debris. To address the aftermath of these events and assist with the necessary cleanup efforts, it was imperative for PWSD staff to rent additional heavy equipment. The rented equipment was essential in supporting the City's efforts to accelerate cleanup and recovery operations. PDQ Rentals was able to immediately provide the required equipment to meet the City's needs. Therefore, a purchase order in the amount of \$29,999 was opened with PDQ Rentals.

Additionally, on February 13, 2025, heavy rainfall over a hillside burned by the Eaton Fire triggered a mudflow event. Mud inundated portions of Highland Vista Drive and Highland Oaks Drive in Arcadia. Public Works crews promptly responded to clear the affected streets, leveraging the rented heavy equipment to facilitate a faster cleanup. As a result, PWSD staff required extended use of the rented equipment from PDQ Rentals.

## **DISCUSSION**

The equipment rented from PDQ Rentals included a forklift, backhoe, dump truck, and skid steer loader, all of which were available for immediate delivery. This heavy equipment played a critical role in the City's response to both the Windstorm and Eaton Fire, enabling the clearing of roadways, disposal of debris, and removal of heavy and hard-to-reach materials. While it was evident early on that additional heavy equipment would be necessary for the recovery efforts, it was challenging to estimate the total quantity and cost due to the dynamic and evolving nature of the emergency. The mudflow event on Highland Vista Drive and Highland Oaks Drive, caused by heavy rainfall over a hillside burned by the Eaton Fire, required further use of the rented equipment, leading to longer rental periods and increased overall costs.

Additional machinery was essential for the rapid removal and disposal of debris, ensuring the impacted areas were cleared promptly. Renting the equipment proved to be a cost-effective solution, providing the City with immediate access to essential machinery without the financial burden of ownership or the delays associated with a lengthy procurement process. Furthermore, the rented equipment provided flexibility to scale resources as needs evolved. In total, rental costs for the heavy equipment amounted to \$42,691, which included fuel, delivery and pickup, and equipment attachments such as a bucket grapple and sweeper for the skid steer.

It is recommended that the City Council approve a Change Order to increase the Purchase Order with PDQ Enterprises, Inc. dba PDQ Rentals for emergency equipment rentals in the amount of \$12,692.

## **ENVIRONMENTAL ANALYSIS**

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

## **FISCAL IMPACT**

Sufficient funds are available in the Fiscal Year 2024-25 Operating Budget to cover these costs. In addition, the rental costs will be included in the emergency services cost recovery efforts from the state and federal agencies.

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve a Change Order to increase the Purchase Order with PDQ Enterprises, Inc. dba PDQ Rentals for emergency equipment rentals in the amount of \$12,692.

Approved:

  
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Dominic Lazzaretto  
City Manager



# STAFF REPORT

Development Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
Kevin Merrill, City Engineer  
By: Johnathan Doojhibulpol, Principal Civil Engineer

**SUBJECT:** ACCEPT ALL WORK PERFORMED BY CARTER ENTERPRISES GROUP, INC. FOR THE AMERICANS WITH DISABILITIES ACT CURB RAMP PROJECT IN THE AMOUNT OF \$211,886  
**CEQA: Exempt**  
**Recommendation: Approve**

## **SUMMARY**

On March 4, 2025, the City Council awarded a contract to Carter Enterprises Group, Inc., in the amount of \$211,000, for the Americans with Disabilities Act (“ADA”) Curb Ramp Project. During the project, there was one (1) Change Order for final quantity adjustments, totaling an increase of \$886, or about 0.4% of the original contract amount.

The terms and conditions of this project have been complied with, and the required work has been performed to the City’s satisfaction, for a final cost of \$211,886. It is recommended that the City Council accept the project as complete and authorize the final payment in accordance with the approved contract.

## **BACKGROUND**

On January 21, 2025, the City Council approved Resolution No. 7610, authorizing an amendment to the Statement of Objectives and Projects for the Community Development Block Grant (“CDBG”) Program, and adding the proposed Curb Ramp Project to the Fiscal Year 2024-25 Capital Improvement Program. The ADA Curb Ramp Project constructed 16 accessible curb ramps throughout the City. Locations for the new ramps were chosen based on a number of factors, which included engineering analysis, resident requests, the absence of existing ramps, and the proximity of the proposed locations to schools. Selected locations for the ramps were:

- Eight (8) ramps located on Sierra Madre Boulevard between Claridge Street and Perkins Drive.

- Two (2) ramps located at Sunset Boulevard and Okoboji Drive.
- Two (2) ramps located at Lovell Avenue and Winnie Way.
- Four (4) ramps located on Hugo Reid Drive at Magellan Drive and Old Ranch Road.

The project was advertised for bids in January 2025 and bids were opened on February 13, 2025, with Carter Enterprises Group, Inc. as the qualifying low bidder with a \$211,000 bid. A contract in the amount of \$211,000 was awarded by the City Council on March 4, 2025.

### **DISCUSSION**

Construction began in April 2025 and was completed in May 2025. There was one Change Order for the final adjustment of quantities, totaling a net increase of \$886.

Quantity adjustments on the project include a slight decrease in the sidewalk, curb and gutter constructed, and an increase in cross gutter and spandrel. As a result of the adjustments, the final amount is a net increase of \$886, about 0.4% of the contract amount. A summary of the construction contract, with the Change Order, is as follows:

<b>Original Contract:</b>	<b>\$211,000</b>
Change Order #1 (Quantity Adjustment)	\$866
<b>Final Total Contract:</b>	<b>\$211,866</b>

### **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt pursuant to the California Environmental Quality Act (“CEQA”) under Section 15301 (Existing Facilities) and Section 15302 (Replacement or Reconstruction). The project is constructing curb ramps at existing infrastructure locations and replacing sidewalks, curbs and gutters, cross gutters, and spandrels where they are damaged or not up to industry standards, with no expansion of use; therefore, the exemption is warranted.

### **FISCAL IMPACT**

This project is funded from two sources: \$160,000 of CDBG funds and \$58,729.53 of Transportation Development Act Article 3 (“TDA 3”) funds. The CDBG funds were appropriated for the project by the City Council at the January 21, 2025, meeting. TDA Article 3 funds are appropriated each year for ADA projects and funds are available from the Fiscal Year 2023-24 and 2024-25 budgets. Combined, CDBG and TDA Article 3 funds provide a sufficient budget to cover the final contract amount of \$211,886.

**RECOMMENDATION**

It is recommended that the City Council determine that the proposed action is exempt under the California Environmental Quality Act ("CEQA"); and accept all work performed by Carter Enterprises Group, Inc. for the Americans with Disabilities Act Curb Ramp Project as complete; and authorize the final payment to be made in accordance with the contract documents.

Approved:

  
Dominic Lazzaretto  
City Manager



# STAFF REPORT

Development Services Department

**DATE:** June 17, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Jason Kruckeberg, Assistant City Manager/Development Services Director  
Kevin Merrill, City Engineer  
By: Johnathan Doojhibulpol, Principal Civil Engineer

**SUBJECT:** ACCEPT ALL WORK PERFORMED BY GENTRY BROTHERS, INC. FOR THE DOWNTOWN ALLEY IMPROVEMENTS PROJECT AND CITY BROADBAND INFRASTRUCTURE IN THE AMOUNT OF \$1,984,979.50  
**CEQA: Exempt**  
**Recommendation: Approve**

## **SUMMARY**

On August 15, 2023, the City Council awarded a contract to Gentry Brothers, Inc. in the amount of \$1,938,334 for the Downtown Alley Improvements Project and City Broadband Infrastructure, with a 10% contingency. There were three (3) Change Orders for the project, including the final quantity adjustments, totaling \$51,445.50, or about 3% above the original contract amount.

The terms and conditions of this project have been complied with, and the required work has been performed to the City's satisfaction, for a final cost of \$1,984,979.50. It is recommended that the City Council accept the project as complete and authorize the final payment in accordance with the contract.

## **BACKGROUND**

In 2019, Metro made Measure M Multi-Year Subregional Program ("MSP") funds available to cities through the San Gabriel Valley Council of Governments ("SGVCOG"), under four categories, one of which was the First/Last Mile and Complete Street Program. The City was awarded MSP First/Last Mile and Complete Street Program funding for the Downtown Alley Improvements Project.

The Project provides shared paths for pedestrians, bicyclists, and automobiles that are in a "complete street" format, to be safe and welcoming for all. The alleys are concrete, and the pedestrian paths are denoted with colored and decorative concrete. Bike lanes are

demarcated with painted stencils, and the project also included storm drain, landscape, and lighting improvements. The two alleys being improved are listed below:

- East-West Alley north of Huntington Drive between Santa Anita Avenue and First Avenue (Citrus Alley)
- East-West Alley north of Santa Clara Street between First Avenue and Second Avenue (Acorn Alley)

The project was advertised for bids in June 2023, and bids were opened on June 29, 2023, with Gentry Brothers, Inc. as the qualifying low bidder with a \$1,773,334 bid. The Development Services Department also worked on a Downtown Broadband Strategic Plan to improve broadband infrastructure in the Downtown area. Gentry Brothers, Inc. provided a quote of \$165,000 for the Broadband work. A contract in the amount of \$1,938,334, plus a 10% contingency, was awarded by the City Council on August 15, 2023, for both parts of the project.

## **DISCUSSION**

Construction began in December 2023 and was completed in May 2025. There were three (3) Change Orders for the project: one (1) for Southern California Edison (“SCE”) connection work, one (1) to fix a private property issue, and one (1) for the final adjustment of quantities, totaling a net increase of \$51,445.50. These changes are described in greater detail below.

The SCE connection work was required when the mixed-use development known as the Alexan Azalea, located north of Citrus Alley at the southeast corner of Santa Anita Avenue and Santa Clara Street, began construction. The development was conditioned to underground the SCE poles located in the north-south alley to the east of the project and relocate any infrastructure on the poles. This work included a feed point that powered the City’s parking lot lights in the large downtown parking lot. Since this Project included installation and energizing of new pedestrian lighting, and given the close proximity to the feed point, the City decided to partner with SCE and Gentry Brothers Inc. to add the relocation of the feed point to an SCE vault, located in Citrus Alley. Gentry Brothers Inc. provided a quote of \$39,000 for the work. SCE was contacted and design took several months before the work could be completed.

The second Change Order was for additional work located near 15 & 17 E. Huntington Drive. When the City experienced heavy rainfall, water was unable to be released from the property’s parking lot and collected on site, which had not happened in the past. After review, it was determined that a combination of factors led to the problem and the City would rectify this issue. After a variety of solutions were considered, the owner chose not to alter their property, leaving the City to make the adjustments in the alley. Gentry Brothers, Inc. provided a quote of \$70,460 for this work.

Quantity adjustments on the project include a reduction in the use of concrete joints, due to changes in the spacing of the joints. There was also an adjustment in sizing for a storm drain pipe due to the grade of an existing catch basin. Other minor adjustments were related to field conditions and actual measurements of work compared to approximate numbers provided during design, like utilities, curb length, and square feet of pavement.

As a result of all the adjustments, the final amount is a net increase of \$51,445.50, about 3% of the contract amount and within the approved contingency. A summary of the construction contract with the Change Orders is as follows:

<b>Original Contract:</b>	<b>\$1,938,334.00</b>
Change Order #1 (SCE Connection Work)	\$39,000.00
Change Order #2 (15 & 17 Huntington Dr Fix)	\$70,460.00
Change Order #3 (Quantity Adjustments)	(\$62,814.50)
<b>Final Total Contract:</b>	<b>\$1,984,979.50</b>

### **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt per Section 15301 and 15302 of the California Environmental Quality Act ("CEQA"), as repair and maintenance of an existing highway or street.

### **FISCAL IMPACT**

The City was awarded funding from a Metro Multi-Year Subregional Program Grant, under the First/Last Mile and Complete Street Program funds, in the amount of \$1,771,250 for design and construction. Of this funding, \$240,000 was dedicated and spent on design. The remaining \$1,531,250 in grant funding was dedicated to project construction. To cover the remaining costs, in the Fiscal Year 2022-23 Budget, \$800,000 of Proposition C and \$200,000 of Measure M funds were earmarked for this project. The total funds available for this project are \$2,531,250.

The initial contract price was \$1,938,334 and three (3) Change Orders totaling \$51,445.50 were approved. The total cost of the project, including the Change Orders, is \$1,984,979.50. There are sufficient funds in the project budget to cover this work.

### **RECOMMENDATION**

It is recommended that the City Council determine this action is exempt under the California Environmental Quality Act ("CEQA"); and accept all work performed by Gentry Brothers, Inc. for the Downtown Alley Improvements Project and City Broadband Infrastructure as complete; and authorize the final payment to be made in accordance with the contract documents.

Approved:



Dominic Lazzaretto  
City Manager