

**PLACENTIA CITY COUNCIL  
PLACENTIA CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE  
PLACENTIA REDEVELOPMENT AGENCY  
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY  
PLACENTIA PUBLIC FINANCING AUTHORITY  
MINUTES  
REGULAR MEETING  
November 21, 2023  
7:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

---

**There was no Closed Session**

**CALL TO ORDER:** Mayor Smith called the meeting to order at 7:00 p.m.

**ROLL CALL:**

PRESENT: Councilmember/Board Member Kirwin, Shader, Wanke, Yamaguchi, Smith  
ABSENT: None

**STAFF PRESENT:**

City Attorney/Authority Counsel Scott Porter; City Administrator Damien Arrula; Deputy City Administrator Rosanna Ramirez; Deputy City Administrator Luis Estevez; Police Chief Brad Butts; Fire Chief Jason Dobine; Director of Finance Jennifer Lampman; Director of Community Services Karen Crocker; Director of Development Services Joe Lambert; Deputy Director of Administrative Services Jeannette Ortega; City Treasurer Kevin Larson; City Clerk Robert McKinnell; Deputy City Clerk Carole M. Wayman

**INVOCATION:** Chaplain Tony Mercado

**PLEDGE OF ALLEGIANCE:** Officer Alex Eaton

**PRESENTATIONS:**

- a. **Recognition of Student Speakers from Veterans Day Observance Ceremony**  
Recipients: Avery Amsbury and J.D. Cavalluzzi, El Dorado High School Students  
Presenters: Mayor Smith and City Council Members  
Mayor Smith presented certificates of appreciation to Avery Amsbury and J.D. Cavalluzzi for their participation and presentations at the City's recent Veterans Day ceremony.
- b. **CalOptima Medi-Cal Fresh Renewal Process**  
Presenter: Supervisor Doug Chaffee, Michael Hunn, CEO CalOptima and An Tran, Director of Orange County Social Services Agency  
Supervisor Doug Chaffee, Michael Hunn, CEO of Cal Optima and An Tran, Director of O.C. Social Services agency provided an update on the Medi-Cal Fresh Renewal registration process. City Administrator Arrula and City Council members expressed appreciation for the presentation.
- c. **Proclamation of November 25, 2023 as Small Business Saturday**  
Presenter: Mayor Smith  
Mayor Smith announced the proclamation for Small Business Saturday noting that the Saturday after Thanksgiving is known as Small Business Saturday and urged all to support local businesses.

**CLOSED SESSION REPORT:** None

**CITY ADMINISTRATOR REPORT:**

City Administrator Arrula welcomed and introduced three (3) new City of Placentia employees.

Police Officer Alex Eaton attended Bonita High School in La Verne, and after graduation, he took classes at Citrus College and Mt. San Antonio College. He previously worked as an EMT for Emergency Ambulance and was assigned to the Placentia area. Alex attended Rio Hondo Police Academy and graduated on May 3rd.

Public Works Manager Samantha Byfield graduated from San Pasqual High School in Escondido. After high school, Samantha attended Cal State San Marcos University and studied political science. She also obtained a master's in criminal justice from Arizona State University. Samantha previously worked for the City of San Marcos in the Public Works Department.

Public Works Custodian Oscar Romo graduated from Magnolia High School in Anaheim. After high school, Oscar attended Bryman College. Oscar previously worked for the Magnolia School District for 16 years.

**ORAL COMMUNICATIONS:** None

**CITY COUNCIL/BOARD MEMBER COMMENTS:**

Councilmember Shader reported her attendance at the following:

- O.C. Human Relations meeting
- Placentia Veterans Day Observance Event
- Tour of City of Hope Housing Project in Anaheim
- Joint Use meeting with the Library and the City
- Placentia Roundtable Women's Club Festival of Trees Fundraiser

Councilmember Kirwin reported his attendance at the following:

- Placentia Veterans Day Observance Event
- El Dorado High School Veterans Day ceremony
- Thanksgiving food distribution at Whitten Center

He announced the Thanksgiving Holiday closure and provided contact information for non-life-threatening emergencies.

Councilmember Wanke reported his attendance at the following:

- Orange County Sanitation District Administration and Board meetings
- Open House for Alta Med in Santa Ana

He promoted the upcoming Christmas Tree Lighting Ceremony on November 30, 2023 from 6-8 p.m. and encouraged all to attend.

Mayor Pro Tem Yamaguchi reported his attendance at the following:

- Placentia Veterans Day Observance Event
- Thanksgiving food distribution at Whitten Center
- Mayor's Annual Prayer breakfast
- Santa Ana River Flood Protection Agency Meeting
- SiFi Smart Cities symposium at Alta Vista

He promoted the City's annual holiday toy drive and announced drop off locations.

Mayor Smith reported his attendance at the following:

- Placentia Veterans Day Observance Event
- Tour of the Navigation Center
- Thanksgiving Meal Service day with Lot 318
- Thanksgiving food distribution at Whitten Center

He thanked former Councilmember Green for his emcee services at the Veterans day observance event and Community Services Staff for their efforts at the Thanksgiving food distribution at the Whitten Center.

**1. CONSENT CALENDAR (Items 1.a. through 1.m.):**

Mayor Pro Tem Yamaguchi pulled Item Nos. 1.d, 1.e, 1.f. and 1.g., for further discussion. Motion by Yamaguchi, seconded by Kirwin, and carried a (5-0) vote to approve the balance of the Consent Calendar, as recommended.

1.a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**

Fiscal Impact: None

Recommended Action: Approve

**(Approved 5-0, as recommended)**

1.b **Minutes**

**City Council/Successor/ICDA/PPFA Regular Meetings of: April 18, 2023 and May 2, 2023 and Special Meeting of May 2, 2023**

Recommended Action: Approve

**(Approved 5-0, as recommended)**

1.c. **City Fiscal Year 2023-24 Registers for November 21, 2023**

**Check Register**

Fiscal Impact: \$2,096,983.60

**Electronic Disbursement Register**

Fiscal Impact: \$ 953,190.98

Recommended Action: It is recommended that the City Council:

1) Receive and file

**(Received and Filed, as recommended)**

1.d. **Professional Services Agreements for On-Call Civil Engineering Services**

Fiscal Impact:

Expense: \$500,000 Total Contract Not-to-Exceed Amounts  
(Various CIP Projects)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with NV5, Inc., for professional consulting services to provide on-call professional civil engineering services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$500,000; and
- 2) Approve a Professional Services Agreement with HR Green Pacific, Inc. for professional consulting services to provide on-call professional civil engineering services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$500,000; and
- 3) Approve a Professional Services Agreement with Infrastructure Engineers, a Bowman Company, for professional consulting services to provide on-call professional civil engineering services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$500,000; and
- 4) Approve a Professional Services Agreement with Ardurra Group, Inc. for professional consulting services to provide on-call professional civil engineering services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$500,000; and
- 5) Approve a Professional Services Agreement with Tait and Associates, Inc. for professional consulting services to provide on-call professional civil engineering services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$500,000; and
- 6) Authorize the City Administrator to approve any contract term extensions based upon consultant performance and amendments up to 10% of the contract not-to-exceed amounts, or \$50,000; and
- 7) Authorize the City Administrator to execute the above-mentioned Professional Services Agreements, in forms approved by the City Attorney.

**(Approved 5-0, as recommended)**

Mayor Pro Tem Yamaguchi pulled Item 1.d. to question the dollar amount listed in the Staff Report stating that it is important that the public is made aware of the total expense for all five (5) contracts. Deputy City Administrator Estevez confirmed that the total dollar amount should be \$2.75 million for all five (5) contracts rather than \$500,000 which is the amount for each contract.

Councilmember Kirwin inquired about the amount spent last year under similar bench list contracts. Deputy City Administrator Estevez responded that this is the first year using a bench list for on-call civil engineering projects. The City has been utilizing individual RFPs for projects.

Councilmember Shader commented on the importance of bench lists to keep large CIP projects moving forward without delays.

Councilmember Wanke expressed concerns about utilizing a bench list and requested an example of a project in which a bench list would be utilized.

Deputy City Administrator Estevez responded that annual street resurfacing projects, park renovation projects and sewer rehab projects are all examples of projects in which a bench list might be used. He noted that a bench list would be used for most CIP projects when needed.

City Administrator Arrula stated that the City has used bench list for other services in the past. The purpose of this type of project delivery method is essentially to focus on efficiency and economies of scale. The intent is to speed up the bidding process and keep projects moving. He gave several examples of the benefits of using a bench list.

Councilmember Kirwin asked if it is anticipated that one of these firms could come up to the \$500,000 dollar amount.

Deputy City Administrator Estevez provided a recent example for architectural services and discussed the process to ensure that competitive pricing, quality control and customer service is maintained. He added that there is no guarantee that these firms will be used.

Mayor Pro Tem Yamaguchi expressed concerns about the growth in position allocations over the years and the impression that more of this type of work could be handled in house rather than contracted out.

Motion by Yamaguchi, seconded by Kirwin, and carried a (5-0) vote to approve Item 1.d., as recommended and amended to reflect the total expense amount of \$2.75 million for all five (5) contracts.

1.e. **Professional Services Agreements for On-Call Private Development Plan Check Services**

Fiscal Impact:

Expense: \$350,000 Professional Engineering Services  
(103551-6290)

Revenue: \$350,000 Pass-Through Cost 100% Covered by Applicant  
Plan Check Fees (103551-4399)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with HR Green Pacific, Inc. for professional consulting services to provide on-call private development plan check services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 2) Approve a Professional Services Agreement with NV5, Inc. for professional consulting services to provide on-call private development plan check services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 3) Approve a Professional Services Agreement with Bureau Veritas North America, Inc. for professional consulting services to provide on-call private development plan check services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 4) Authorize the City Administrator to approve any contract term extensions based on performance and amendments up to 10% of the contract not-to-exceed amount, or \$35,000; and

- 5) Authorize the City Administrator to execute the above-mentioned Professional Services Agreements, in forms approved by the City Attorney.

**(Approved 5-0, as recommended)**

Mayor Pro Tem Yamaguchi pulled Item 1.e. to question the dollar amount listed in the Staff Report stating that it is important that the public is made aware of the total expense for all three (3) contracts. Deputy City Administrator Estevez confirmed that the total dollar amount should be \$1.15 million for all three (3) contracts rather than \$350,000, which is the amount for each contract.

Motion by Yamaguchi, seconded by Wanke, and carried a (5-0) vote to approve Item 1.e., as recommended and amended to reflect the total expense amount of \$1.155 million for all three (3) contracts.

1.f. **Professional Services Agreements for On-Call Professional Arborist Services**

Fiscal Impact:

Expense: \$150,000 Total Contract Not-to-Exceed Amounts  
(Various CIP Projects)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with ArborPro, Inc., for professional consulting services to provide on-call professional arborist services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$150,000; and
- 2) Approve a Professional Services Agreement with Lasting Images Landscape for professional consulting services to provide on-call professional arborist services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$150,000; and
- 3) Approve a Professional Services Agreement with West Coast Arborists, Inc., for professional consulting services to provide on-call professional arborist services for a term of three (3) years with one (1) two-year term extension based upon performance and at the discretion of the City, in an amount not-to-exceed \$150,000; and
- 4) Authorize the City Administrator to approve the available contract term extensions based upon consultant performance and amendments up to 10% of the contract not-to-exceed amount, or \$15,000 on each contract; and
- 5) Authorize the City Administrator to execute the above-mentioned Professional Services Agreements, in forms approved by the City Attorney.

**(Approved 5-0, as recommended)**

Mayor Pro Tem Yamaguchi pulled Item 1.f. to question the dollar amount listed in the Staff Report stating that it is important that the public is made aware of the total expense for all three (3) contracts. Deputy City Administrator Estevez confirmed that the total dollar amount should be \$450,000 plus the contingency for all three (3) contracts rather than \$150,000, which is the amount for each contract.

Councilmember Wanke commented on the City's good relationship with West Coast Arborist and questioned why two (2) other firms are necessary.

Deputy City Administrator Estevez explained the reasons for having a separate maintenance contract with West Coast Arborists and a bench list with two other firms. He commented on the need to get a second opinion for City tree removals and other arborist services.

Mayor Smith commented that he has been satisfied with the ability, scope and range of services provided by West Coast Arborists but understands the need to obtain second opinions.

Councilmember Shader expressed support for the item.

Motion by Yamaguchi, seconded by Shader, and carried a (5-0) vote to approve Item 1.f., as recommended and amended to reflect the total expense amount of \$450,000 plus contingency of \$4,500 for each of the three (3) contracts.

1.g. **Professional Services Agreements for On-Call Landscape Architectural Services**

Fiscal Impact:

Expense: \$350,000 Total Contract Not-to-Exceed Amounts  
(Various CIP Projects)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with RJM Design Group, Inc., for professional consulting services to provide on-call landscape architectural design services for a term of three (3) years with one (1) two-year term extension available based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 2) Approve a Professional Services Agreement with David Volz Design Landscape Architecture, Inc., for professional consulting services to provide on-call landscape architectural design services for a term of three (3) years with one (1) two-year term extension available based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 3) Approve a Professional Services Agreement with MIG, Inc., for professional consulting services to provide on-call landscape architectural design services for a term of three (3) years with one (1) two-year term extension available based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 4) Approve a Professional Services Agreement with Hirsch and Associates, Inc., for professional consulting services to provide on-call landscape architectural design services for a term of three (3) years with one (1) two-year term extension available based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 5) Approve a Professional Services Agreement with RHA Landscape Architects, Planners Inc., for professional consulting services to provide on-call landscape architectural design services for a term of three (3) years with one (1) two-year term extension available based upon performance and at the discretion of the City, in an amount not-to-exceed \$350,000; and
- 6) Authorize the City Administrator to approve any contract term extensions based on performance and amendments up to 10% of the contract not-to-exceed amount, or \$35,000; and
- 7) Authorize the City Administrator to execute the above-mentioned Professional Services Agreements, in forms approved by the City Attorney.

**(Approved 5-0, as recommended)**

Mayor Pro Tem Yamaguchi pulled Item 1.g. to question the dollar amount listed in the Staff Report stating that it is important that the public is made aware of the total expense for all five (5) contracts. Deputy City Administrator Estevez confirmed that the total dollar amount should be \$1.925 million for all five (5) contracts rather than \$350,000, which is the amount for each contract.

Motion by Yamaguchi, seconded by Shader, and carried a (5-0) vote to approve Item 1.g., as recommended and amended to reflect the total expense amount of \$1.925 million for all three (3) contracts.

1.h. **Amendment No. 1 to Professional Services Agreement with Bucknam Infrastructure Group Inc., for The Pavement Management Plan Report**

Fiscal Impact:

Expense: \$ 24,977.00 Amendment Amount  
Available Budget: \$165,210.00 Fiscal Year 2022-23 CIP Budget  
(109800-6850, JL 24104-6740)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 1 to the Professional Services Agreement with Bucknam Infrastructure Group for an additional \$24,977 to provide additional professional services for a street name sign inventory for a cumulative contract not-to-exceed amount of \$64,742; and
- 2) Authorize the City Administrator to approve contract change orders up to 10% of the contract not-to-exceed amount, or \$6,474; and

3) Authorize the City Administrator and/or his designee to execute the necessary documents, in a form approved by the City Attorney.

**(Approved 5-0, as recommended)**

1.i. **Professional Services Agreement with Bureau Veritas Technical Assessments, LLC., for Citywide Asset Management Program and Purchase of Brightly Asset Management Software Module**

Fiscal Impact:

Expense: \$119,254.44 Professional Services Agreement  
\$ 11,925.44 Total Contingency Amount  
\$131,179.88 Total Amount

\$ 35,774.53 Purchase Of Software Module  
\$ 3,577.45 Total Contingency Amount  
\$ 39,351.98 Total Amount

Budgeted: \$170,531.86 Grand Total Amount  
\$171,000.00 Total Project Budget  
\$100,000.00 FY 2023-24 CIP Budget  
(109800-6770 JL#24903-6770)  
\$ 71,000.00 Proposed Budget Resolution  
(799800-6770 JL#24903-6770)

Recommended Action: It is recommended that the City Council:

- 1) Award a Professional Services Agreement to Bureau Veritas for a not-to-exceed amount of \$119,254.44 to prepare a Citywide Asset Management Program.
- 2) Authorize the City Administrator to approve any change orders up to 10% of the contract not-to-exceed amount, or \$11,925.44; and
- 3) Approve a Purchase Order with Brightly Software, Inc., formerly known as Dude Solutions, Inc. ("DSI"), pursuant to Sourcewell procurement contract #090320-SDI for the purchase of the Brightly Asset Essentials Module™ for \$35,774.53; and
- 4) Authorize the City Administrator to approve any change orders up to 10% of the contract not-to-exceed amount, or \$3,577.45; and
- 5) Adopt Resolution No. R-2023-88, A Resolution of the City Council of the City of Placentia, California authorizing a budget amendment in Fiscal Year 2023-24 in compliance with City Charter of the City of Placentia §§1206 and 1209 pertaining to appropriations for actual expenditures; and
- 6) Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

**(Approved 5-0, as recommended)**

1.j. **Approval of Resolution Authorizing Grant Application and Support for Kraemer Boulevard/Glassell Street/Grand Avenue (KGG) Regional Traffic Signal Synchronization Project**

Fiscal Impact: There is no fiscal impact associated with the recommended action.

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2023-87, a Resolution of the City Council of the City of Placentia, California authorizing an application and support for the Kraemer Boulevard/Glassell Street/Grand Avenue (KGG) RTSSP for funds from the Orange County Transportation Authority under the competitive Measure M2 Regional Transportation Signal Synchronization Program.

**(Approved 5-0, as recommended)**

1.k. **Updated Resolution Approving the Transition of The City's Defined Contribution Plan for Eligible Employees from Public Agency Retirement Services (PARS) to The ICMA Retirement Corporation Governmental Profit-Sharing Plan & Trust and Repealing Resolution No. R-2023-79**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution R-2023-89 authorizing the transition of the City's Defined Contribution Plan for Eligible Employees from PARS to ICMA Retirement Corporation Governmental Profit-Sharing Plan & Trust and repealing Resolution No. R-2023-79 and the discontinuance of the City's participation in the Public Agency Retirement System (PARS) Defined Contribution Plan and related services of PARS as Trust Administrator, U.S. Bank N.A. as Trustee, and John Hancock Retirement Services as Custodian/Record Keeper with updated dates; and
- 2) Authorize the City Administrator to execute all necessary documents.  
**(Approved 5-0, as recommended)**

1.l. **Approval of Final Tract Map No. 19251 for the Development of an Approximate 0.40 Acre Site with 12 Residential Townhome Condominium Units located along the West Side of Van Buren Street at 503 and 513 South Van Buren Street**

Fiscal Impact:

Recommended Action: It is recommended that the City Council:

- 1) Approve Final Tract Map No. 19251, subject to final review and approval by the County Surveyor; and
- 2) Accept the offers of easement dedication for emergency access, and accept the easement dedications for the Public Roadway and Utility improvements; and
- 3) Authorize the Mayor and City Clerk to execute a Subdivision Improvement Agreement, in a form approved by the City Attorney for public improvements associated with Tract Map 19251; and
- 4) Authorize the City Clerk to sign Final Tract Map No. 19251.

**(Approved 5-0, as recommended)**

1.m. **Second Reading and Adoption of Ordinance No. 2023-04, an Ordinance of The City Council of The City of Placentia, California Amending Section 13.48.160 (Title 13 – Vehicles & Traffic) and Adding Chapters 8.10 – Sidewalk Vending (Health & Sanitation) and 13.50 – Sales of Goods From Vehicles (Vehicles & Traffic), To Establish a Regulatory Framework for the Sales of Food And Merchandise From Sidewalk Vendors and Food Trucks**

Fiscal Impact: None

Recommended Action: Approve

**(Approved 5-0, as recommended)**

**2. PUBLIC HEARINGS:** None

**3. REGULAR AGENDA:**

3.a. **Study Session: Review Proposed Updates to The Committee Commission and Advisory Board Manual**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Receive and file the Staff Report and Presentation; and
- 2) Ask any questions of Staff; and
- 3) Review, discuss and make any recommendations for updates to the Committee Commission and Advisory Board Manual; and
- 4) Direct Staff to return to the City Council to formally adopt a Resolution updating the Committee Commission and Advisory Board Manual.

**(Received and filed, as recommended. Direction provided.)**

City Administrator Arrula introduced Deputy Director of Administrative Services Ortega who gave a brief presentation on the proposed updates to the Committee Commission and Advisory Board Manual. He noted that tonight's meeting will consist of a dialogue and policy conversation about what the Council would like to see in the manual. The manual being presented tonight is in draft form. He noted that Bill Kelly of Kelly Associates Management Group and City Attorney Collins were available to answer any questions.

Bill Kelly gave a presentation on the proposed updates to the Committee Commission and Advisory Board Manual.

Councilmember Kirwin expressed the need to provide the public with more information and involve them earlier in the process, rather than later.

A discussion ensued about the definition of ad-hoc committees. City Attorney Collins noted that an ad-hoc committee is one that is limited in duration and limited in scope and objective. He also discussed Brown Act provisions.

There was discussion about the Housing, Community and Economic Development Committee regarding the scope and composition of members on this committee and whether the committee should be a standing or ad-hoc committee.

City Administrator Arrula recommended that the Council review each section of the manual and provide direction. Direction was provided.

City Administrator Arrula noted that the manual will come back to the Council in late January or early February with the revisions provided by Council.

**CITY COUNCIL/BOARD MEMBERS REQUESTS:**

Mayor Smith and Councilmembers extended wishes to all for a Happy Thanksgiving. Mayor Smith noted he and several Councilmembers attended an event hosted by Supervisor Chafee recognizing National Kindness Day.

**ADJOURNMENT:**

The City Council/Successor Agency/ICDA/PPFA Board of Directors adjourned in memory of Edward "Eddie" Castro, long time Placentia resident and Historical Committee member, at 9:43 p.m. to a regular City Council meeting on Tuesday, December 5, 2023 at 5:30 p.m.

  
\_\_\_\_\_  
Ward L. Smith, Mayor/Agency Chair

ATTEST:

  
\_\_\_\_\_  
Robert S. McKinnell, City Clerk/  
Agency Secretary

