

**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  
December 5, 2023  
5:30 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

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**CALL TO ORDER:** Mayor Smith called the meeting to order at 5:30 p.m.

**ROLL CALL:**

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

**ORAL COMMUNICATIONS:**

Mayor Smith opened Oral Communications for the Closed Session. City Clerk McKinnell stated that the City Clerk's Office had received no public comment for the Closed Session. Mr. McKinnell announced the Closed Session matter and case.

The City Council and Boards of Directors recessed to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings on the following:

1. Pursuant to Government Code Section 54956.8  
**CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
Property: 325 Baker Street  
Agency Negotiator: Damien R. Arrula, City Administrator  
Negotiating Party: Damien R. Arrula, City Administrator  
Under Negotiations: Price and Terms of Payment
  
2. Pursuant to Government Code Section 54956.9(d)(1)  
**CONFERENCE WITH LEGAL COUNSEL – Existing Litigation**  
People of the State of California v. Herbert Norris Trotter, OCSC Case No. 17NF0497.

**RECESS:** The City Council and Boards of Directors recessed to their 7:00 p.m. Regular Meeting.

**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 Christian Bettenhausen; 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

**INVOCATION:** Chaplain Kenneth Milhander

**PLEDGE OF ALLEGIANCE:** Battalion Chief Anthony Davis

**PRESENTATION:**

a. **Water Update**

Recipients: Mayor and City Council

Presenter: Director Roger Yoh, Orange County Water District

Director Roger Yoh of the Orange County Water District provided an update on water projects within the Orange County Water District.

**CLOSED SESSION REPORT:**

City Attorney/Authority Counsel Bettenhausen stated that there were two (2) items on the Closed Session agenda, the City Council discussed each of those items, and direction was provided. He noted that there was nothing further to report.

**CITY ADMINISTRATOR REPORT:** None

**ORAL COMMUNICATIONS:**

City Clerk McKinnell reported that one electronic communication was received from the California Housing Defense Fund regarding state housing laws and local zoning codes. He read the letter into the record.

**CITY COUNCIL/BOARD MEMBER COMMENTS:**

Councilmember Shader reported her attendance at the Smart Cities Conference and announced the City’s holiday closure from December 18, 2023 - January 2, 2024.

Councilmember Kirwin commented on his attendance at the City’s tree lighting ceremony and thanked Community Services for their efforts. He promoted the Tamale Festival in Old Town on December 7, 2023 starting at 4 p.m.

Councilmember Wanke reported his attendance at the following:

- Association of California Cities Annual Board meeting
- Orange County Public Affairs Association meeting and Annual Christmas party with Orange County Tax

He encouraged all to attend the Tamale Fest and wished everyone a Happy Hanukkah and Merry Christmas.

Mayor Pro Tem Yamaguchi commented on the City’s tree lighting ceremony and thanked Community Services and all the volunteers for a successful event. He promoted the Christmas tree recycling program starting December 26-January 6, 2023.

Mayor Smith reported his attendance at the following:

- Placentia Firefighters Association annual golf tournament at Alta Vista
- Placentia Community Foundation Board of Director’s meeting
- Cenza Ribbon Cutting
- Orange County Council of Governments meeting
- SCAG Transportation Committee meeting

He also commented on the success of the City’s tree lighting ceremony and thanked Community Services and all who contributed to the success of the event.

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

Motion by Wanke, seconded by Shader, and carried a (5-0) vote to approve the Consent Calendar items 1.a. through 1.l., 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. **City Fiscal Year 2023-24 Registers for December 5, 2023**

**Check Register**

Fiscal Impact: \$1,793,294.53

**Electronic Disbursement Register**

Fiscal Impact: \$1,400,219.24

Recommended Action: It is recommended that the City Council:

- 1) Receive and file

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

1.c. **Tentative Parcel Map No. TPM 2020-124 Pertaining to the Subdivision of an approximately 0.19-Acre, improved lot with three (3) Residential Townhome Condominium Units located at 803 W. La Jolla Street within the High Density Residential (R-3) Zoning District**

Fiscal Impact: Approximately \$60,986 of total development impact fee revenue prior to construction of three (3) new residential condominium units

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution R-2023-90, a Resolution of the City Council of the City of Placentia, California approving TPM 2020-124 for the subdivision of three (3) residential townhome units for condominium purposes on a 0.19-acre improved lot located within the High Density Residential (R-3) Zoning District and sited on property at 803 W. La Jolla Street and making findings in support thereof.

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

1.d. **Amendment No. 1 to Retainer Agreement for City Attorney Services**

Fiscal Impact: No fiscal impact due to recommended action; increased costs to budget related to existing agreement in FY 2023-24 - \$46,000 (101005-6005 & 101005-6006)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 1 to Agreement for City Attorney Legal Services, to be executed by the Mayor, in a form approved by the City Attorney.

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

1.e. **Measure M (M2) Expenditure Report for Fiscal Year 2022-23**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2023-86, a Resolution of the City Council of the City of Placentia, California, concerning the Fiscal Year 2022-23 Measure M2 (M2) Expenditure Report for the City of Placentia.

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

1.f. **Placentia Public Safety Building CCTV Cameras and Access Control System Purchase**

Fiscal Impact:

Expense: \$ 132,173.90

Budget: \$2,659,036.00

Total Purchase Price of Equipment

Project Budget for IT from Public Safety Building

Recommended Action: It is recommended that the City Council:

- 1) Authorize the City Administrator to approve the purchase with ASSI Security for the total purchase not-to-exceed the amount of \$132,173.90; and
- 2) Authorize the City Administrator to execute all necessary documents, in a form approved by the City Attorney.

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

1.g. **Purchase of New Public Safety Communications Center Consoles and Storage for New Public Safety Building**

Fiscal Impact:

Expense: \$ 237,031.14

Budget: \$2,659,036.00

Total Purchase Price of Furniture

Project Budget for IT from Public Safety Building

Recommended Action: It is recommended that the City Council:

- 1) Approve the sales contracts with Russ Bassett for 9-1-1 Equipment & Services, totaling \$237,031.14 for the purchase of equipment, delivery, and installation of eight (8) public safety communications center consoles, personal storage, and storage drawers; and
- 2) Authorize the City Administrator and/or his designee to execute all the necessary documents, in a form approved by the City Attorney.

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

1.h. **Amendment No. 1 to Professional Services Agreement with Kimley Horn & Associates, Inc. to complete the 6<sup>th</sup> Cycle Update to the Housing Element of the General Plan**

Fiscal Impact:

|                                |  |
|--------------------------------|--|
| Expense: \$                    | \$34,900   |
| Staff Recommended Contingency: | <u>\$ 5,000</u>                                  |
| Total Cost:                    | \$39,900   |
| Budget:                        | \$39,900 from FY 2023-34 Budget<br>(749102-6017) |

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 1 to the Professional Services Agreement with Kimley-Horn & Associates, Inc. to provide professional services related to completing the State mandated 6<sup>th</sup> Cycle update to the Housing Element for a term ending June 30, 2024; and
- 2) Authorize the City Administrator and/or his designee to approve contract change orders up to \$5,000; 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. **Change Order No. 1 to Construction Contract with Square Sign, LLC., for the Wayfinding Directional Signage Project Phase I, City Project No. 1403**

Fiscal Impact:

|                       |   |
|-----------------------|---|
| Expense: \$ 16,000.00 | Contract Change Order No. 1                           |
| Budget: \$200,000.00  | FY 2023-24 CIP Budget<br>(109800-6740, JL 24103-6740) |

Recommended Action: It is recommended that the City Council:

- 1) Approve Contract Change Order No.1 to the Public Works Agreement with Square Sign, LLC for citywide wayfinding direction sign project phase 1A in an amount not-to-exceed \$16,000; and
- 2) 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. **Resolution to Amend the Pay Schedule for Part-Time Employees in Compliance with the State Minimum Wage Increase**

Fiscal Impact: FY 2023-24 \$2,000 (\$4,000 annually) in account 104071-5005.

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2023-91 amending the pay schedule for part-time employees to reflect state minimum wage requirements; and
- 2) Adopt Resolution No. R-2023-92, 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.

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

1.k. **Acceptance of a Resignation from the Senior Advisory Committee**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Accept the resignation of Ron White from the Senior Advisory Committee and;

- 2) Approve the appointment of Marie Wahbeh to fill the vacancy on the Senior Advisory Committee following Mr. White's resignation.

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

1.l. **Professional Services Agreements for Citywide On-call Digital Scanning Services of Public Records**

Fiscal Impact:

Expense: \$285,000 Total Contract Not-to Exceed Amount  
Current Available Budget: \$ 71,384 (756205-6840 JL#756205)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with Metasource for professional digital scanning services of public records to provide on-call scanning services for a term of three (3) years with an option of two (2) year term based upon performance and discretion of the City, in an amount not-to-exceed \$285,000; and
- 2) 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 \$28,500; and
- 3) Authorize the City Administrator to execute the above-mentioned Professional Services Agreements, in forms approved by the City Attorney.

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

**2. PUBLIC HEARINGS:** None

**3. REGULAR AGENDA:**

3.a. **Award of Professional Services Agreement to SDI Presence for Creation of Five-Year Information Technology Master Plan**

Fiscal Impact:

Expense: \$ 83,925.00 Total Project Cost  
Budgeted: \$100,000.00 (109800-6770 JL#24902)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with SDI Presence to develop a five (5) year Information Technology Master Plan in an amount not-to-exceed \$83,925; and
- 2) Reject all other proposals received; and
- 3) 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)**

City Administrator Arrula introduced Information Technology Manager Daniel Chang who gave a brief presentation on the Professional Services Agreement to SDI Presence for the creation of a five-year information technology master plan. He noted that the Information Technology (IT) Master Plan conforms with the strategic plan passed by the City Council in May of 2022 and meets goal No. five (5), objective 5.7. The purpose of the plan is to develop a formal five-year IT roadmap for the City.

Councilmember Shader noted that the City is working on upgrading its infrastructure after deferring many projects due to a lack of funds. She stated that she was pleased this plan was moving forward.

Motion by Yamaguchi, seconded by Shader, and carried a (5-0) vote to approve Item 3.a., as recommended.

**I. RECOGNITION OF 2023 MAYOR WARD L. SMITH**

- a. Office of U.S. Representative Michelle Steel, California's 45th District  
Presenter: Mayor Pro Tem Yamaguchi
- b. Office of State Senator Josh Newman, 29th District  
Presenter: Nathan Bass, District Representative
- c. Office of State Assemblyman Phillip Chen, 55th Assembly District  
Presenter: Mayor Pro Tem Yamaguchi

- d. Orange County Supervisor Doug Chaffee, Orange County 4th District  
Presenter: Doug Chaffee, Orange County Supervisor
- e. City of Placentia  
Presenters: Mayor Pro Tem Yamaguchi and City Administrator Arrula

City Administrator Arrula announced that the next portion of the meeting involves the reorganization of the City Council and recommended that Mayor Pro Tem Yamaguchi introduce Section I. of the agenda to facilitate the presentations to Mayor Smith.

Mayor Pro Tem Yamaguchi presented a certificate of recognition to Mayor Smith from California's 45th District U.S. Representative Michelle Steel.

Representing 29<sup>th</sup> Senate District State Senator Josh Newman, District Representative Nathan Bass presented a Certificate of Recognition to Mayor Smith and commented on his leadership and his many contributions to the City. He expressed appreciation for his many years of dedicated public service.

Mayor Pro Tem Yamaguchi presented a Certificate of Recognition to Mayor Smith on behalf of California 55<sup>th</sup> District Assemblyman Phillip Chen.

Representing Orange County 4<sup>th</sup> District Supervisor Doug Chaffee presented a Certificate of Recognition from the Orange County Board of Supervisors to Mayor Smith noting his many accomplishments over his many years of service to the City of Placentia. He also acknowledged his humanitarian work in Ukraine.

City Administrator Arrula commented on Mayor Smith's service and accomplishments as Mayor. He also commented on his 30 plus years of distinguished law enforcement service, member of the City Council and his humanitarian work in Ukraine. He and Mayor Pro Tem Yamaguchi presented Mayor Smith with a "Mr. Placentia" cap and an inscribed Captain America shield in recognition of his distinguished service as Mayor.

Mayor Smith commented on his time serving as Mayor and thanked the Council for entrusting him with the role and responsibility of Mayor. He expressed appreciation to the Placentia community for their interest and engagement; Staff, full-time, part-time and volunteers for their dedication and commitment; and fellow elected representatives at the local, state and county level for their service and partnership.

## **II. REORGANIZATION OF THE CITY COUNCIL**

- a. City Clerk Calls for the Selection of Mayor of the City of Placentia
- b. Ceremonial Oath Administered to New Mayor
- c. Comments from New Mayor
- d. New Mayor Calls for the Selection of Mayor Pro Tem of the City of Placentia

City Clerk McKinnell called for nominations for the position of Mayor of the City of Placentia for the term of December 5, 2023 to December 4, 2024.

Councilmember Wanke nominated Mayor Pro Tem Yamaguchi for the term of December 5, 2023 through December 4, 2024.

Noting no further nominations, City Clerk McKinnell called for further nominations or a motion to close the nominations.

**Motion by Smith, seconded by Shader, to close the nominations. City Clerk McKinnell declared the nominations closed, and pursuant to a unanimous roll call vote, Mayor Pro Tem Yamaguchi was selected to serve as Mayor of the City of Placentia.**

City Clerk McKinnell administered the Oath of Office to Mayor Yamaguchi.

Mayor Yamaguchi thanked his family, friends and wife and daughter for their support. He commented on his 16 years of service on the City Council and expressed that he looks forward to serving the Council and community in the coming year. He also expressed appreciation to the Council and Staff for their support and announced his goals for the year.

Mayor Yamaguchi called for nominations for the position of Mayor Pro Tem of the City of Placentia for the term of December 5, 2023 to December 4, 2024.

Councilmember Smith nominated Councilmember Kirwin as Mayor Pro Tem for the term of December 5, 2023 through December 4, 2024.

**Motion by Shader, seconded by Smith, to close the nominations. City Clerk McKinnell declared the nominations closed, and pursuant to a unanimous roll call vote, Councilmember Kirwin was selected to serve as Mayor Pro Tem of the City of Placentia.**

City Clerk McKinnell administered the Oath of Office to Mayor Pro Tem Kirwin.

**CITY COUNCIL/BOARD MEMBERS REQUESTS:**

Mayor Yamaguchi announced that a reception would be held immediately following the meeting.

Councilmember Shader congratulated former Mayor Smith on a successful year as Mayor and wished Mayor Yamaguchi a great year as Mayor. She wished Staff and fellow Councilmembers a Merry Christmas and Happy Hanukkah.

Mayor Pro Tem Kirwin expressed that he looked forward to serving as Mayor Pro Tem in the coming year and wished all a Merry Christmas and Happy Hanukkah.

Councilmember Smith congratulated Mayor Yamaguchi and Mayor Pro Tem Kirwin.

Councilmember Wanke thanked former Mayor Smith for his dedicated service this past year.

**ADJOURNMENT:**

The City Council/Successor Agency/ICDA/PPFA Board of Directors adjourned at 8:13 p.m. to a regular City Council meeting on Tuesday, January 9, 2024 at 5:30 p.m.

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

ATTEST:

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

