

**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
STUDY SESSION AND REGULAR MEETING
March 19, 2024
City Council Chambers
4:30 p.m. Study Session
5:30 p.m. – Regular Meeting
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER: Mayor Yamaguchi called the Study Session to order at 4:30 p.m.

ROLL CALL:

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

ORAL COMMUNICATIONS:

Mayor Yamaguchi opened Oral Communications for the Study Session. City Clerk McKinnell stated that the City Clerk's Office had received no public comment for the Study Session.

1. REGULAR AGENDA:

- 1.a. **Study Session: Facility Condition Assessment and 10-year Strategic Asset Management Plan**
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 and discuss the next steps to complete the Asset Management Program.
(Continued to April 16, 2024 meeting)

City Administrator Arrula introduced Deputy City Administrator Estevez to give a brief presentation on the Facility Condition Assessment and 10-year Strategic Asset Management Plan. Mr. Estevez noted that the City's consultant, Michael Chaney of Bureau Veritas would assist with the presentation. Mr. Arrula noted that there were technical problems with the uploading of the individual reports; therefore, binders have been provided for the Council's review.

Mayor Yamaguchi inquired how many high-risk items were identified during the facility assessments and whether there were any recommendations for surplus of equipment or buildings.

Mr. Chaney reported there were only five (5) or six (6) high risk items and no surplus items.

A discussion ensued about safety issues and recommendations based on the experience of other agencies.

Mayor Yamaguchi noted that he appreciated the attention to detail in the report.

Councilmember Shader inquired about security cameras and ongoing costs for tracking software.

Mr. Chaney responded that security cameras are part of a building and included in the reports. The software program that will be used to track the status of assets is a separate cost with another vendor.

Deputy City Administrator Estevez responded that there is an initial setup fee for the software and then a \$60,000 a year license fee.

Councilmember Shader asked if there were some items that might change in the report after further review.

Deputy City Administrator Estevez responded that Staff has done the first round of reviews and has sent back comments, specifically around some of the City's parks. Staff is still reviewing the reports and looking at the CIP as well.

Mayor Pro Tem Kirwin asked if the numbers in the report are close after the first review.

Deputy City Administrator Estevez noted that many of the discrepancies had been identified and the numbers are very close. He noted there is a lot of data to review and Staff would like to review the reports again. Staff's review should be completed and final reports available in two (2) weeks.

Mayor Yamaguchi recommended continuing the item until the report is finalized and requested that the final report be placed on the Consent Calendar.

RECESS:

The City Council/Successor Agency/ICDA/PPFA Board of Directors recessed at 5:18 p.m. to their regular City Council meeting at 5:30 p.m.

CALL TO ORDER: Mayor Yamaguchi called the meeting to order at 5:33 p.m.

ROLL CALL:

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

ORAL COMMUNICATIONS:

Mayor Yamaguchi 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.

PRESENTATION:

a. **Recognition of Larry de Graaf for 37 years of Service on Historical Committee**

Recipient: Larry de Graaf

Presenters: Mayor Yamaguchi and City Councilmembers

Mayor Yamaguchi presented a certificate to Dr. de Graaf in recognition of his 37 years of service on the City's Historical Committee and provided comments on his many contributions to the City.

City Clerk McKinnell announced the Closed Session matter.

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 54957(b)(1)
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Administrator

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

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

ROLL CALL:

PRESENT: Councilmember/Board Member Shader, Smith, Wanke, Kirwin, Yamaguchi
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 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 Charles Frost

PLEDGE OF ALLEGIANCE: Captain Branden Smith

PRESENTATIONS:

a. **Recognition of 2024 Miss Placentia and Miss Placentia's Outstanding Teen Titleholders**

Recipients: Miss Placentia 2024 Maddie Smith and Miss Placentia Outstanding Teen 2024 Julieann Rocke

Presenters: Mayor Yamaguchi and City Councilmembers

Mayor Yamaguchi congratulated and presented certificates of recognition to Miss Placentia 2024 Maddie Smith and Miss Placentia Outstanding Teen 2024 Julieann Rocke. Miss Smith and Miss Rocke provided brief comments on their service projects and thanked the Mayor and City Council for the opportunity to represent the City.

CLOSED SESSION REPORT:

City Attorney/Authority Counsel Bettenhausen stated that there was one (1) item on the Closed Session agenda, the City Council discussed the item, and direction was provided. He noted that there was nothing further to report.

CITY ADMINISTRATOR REPORT:

City Administrator Arrula welcomed and introduced one (1) new City of Placentia employee. Parking Control Officer Claudia Flores-Etkin attended Pasadena City College and obtained an associate's degree while playing volleyball. Before coming to Placentia, she worked for the City of South Pasadena for 15 years in the Community Services Department and for the City of Westminster for one year as a part-time Parking Control Office.

ORAL COMMUNICATIONS:

Julie Suchard, Placentia resident expressed concerns about City Administrator Arrula's compensation package and expenses, charges on City Staff credit cards and timeliness of her public records requests.

Julie Lamb, Placentia resident and business owner, commented on her positive interactions with the Placentia Police and Fire departments. She expressed concerns about compensation for public safety employees stating that Placentia's compensation is less than most other agencies and urged for a classification and compensation study all City employees.

Trudi DesRoches, Director Yorba Linda Water District, provided an update on water projects in the City of Placentia and surrounding area.

Craig Green, former Councilmember and resident commented on compensation for City Administrator Arrula and public safety employees.

CITY COUNCIL/BOARD MEMBER COMMENTS:

Councilmember Shader reported her attendance at the following:

- Committee meeting for a proposed dog park
- Orange County Women's Leadership forum
- Orange County Human Relations meeting, hosted in Council Chambers
- Orange County Nowruz Festival

She promoted registration for the City's Spring camps and classes and encouraged those interested to visit the City's website.

Councilmember Smith reported his attendance at the following:

- Committee meeting for a proposed dog park
- SCAG Joint Committee meeting
- Cal City Orange County Division meeting
- Several Love Placentia meetings
- Santa Fe Merchants Meeting

Councilmember Wanke reported his attendance at the following:

- Orange County Sanitation District Administration Committee meeting
- Walkthrough of Parque del Arroyo Verde with Staff and Contractor

He promoted the upcoming ribbon cutting for Parque del Arroyo Verde on March 21, 2024 and the 12-week music series in Old Town Placentia, April 4- June 20, 2024, and encouraged those interested to visit the City's website.

Mayor Pro Tem Kirwin announced vacancies on City Committees and encouraged residents to apply. He also promoted Easter Eggcitement at Kraemer Park on March 23, 2024 at 10 a.m. He encouraged those interested in both items to visit the City's website.

Mayor Yamaguchi commented on public records requests and the availability of records to the public. He asked Staff to respond to comments about Staff credit card expenses. He recommended that expenses on credit cards be more transparent and detailed. He also commented on City business travel and airfare on Southwest airlines

City Administrator Arrula responded that Staff would research providing a detailed breakdown on credit card expenses and review the travel policy. He asked City Clerk McKinnell to respond to comments about the timeliness of public records requests.

City Clerk McKinnell responded that the records requested by Ms. Suchard were provided within the state mandated deadline.

Mayor Yamaguchi promoted the upcoming ribbon cutting for Parque del Arroyo Verde on March 21, 2024 and commented on three (3) recent tours with third graders at City hall. He also commented on the positive feedback he has received on the new street signage throughout the City.

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

Motion by Yamaguchi, seconded by Kirwin, and carried a (5-0) vote to approve the Consent Calendar items 1.a. through 1.m., 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: June 6, 2023 and June 20, 2023

Recommended Action: Approve

(Approved 5-0, as recommended)

Mayor Yamaguchi commented on the backlog of minutes.

1.c. **City Fiscal Year 2023-24 Registers for March 19, 2024**
Check Register

Fiscal Impact: \$1,883,133.29

Electronic Disbursement Register

Fiscal Impact: \$1,235,496.01

Recommended Action: It is recommended that the City Council:

1) Receive and file

(Received and Filed, as recommended)

1.d. **Second Reading and Adoption of Ordinance No. O-2024-02, an Ordinance of the City Council of the City of Placentia, Amending Chapter 13.52 "Restricted Parking Zones" And Chapter 14.10 "Traffic and Parking Regulations" to the Placentia Municipal Code**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

1) Adopt Ordinance No. O-2024-02, an Ordinance of the City Council of the City of Placentia, California, amending Chapter 13.52 "Restricted Parking Zones" and Chapter 14.10 "Traffic and Parking Regulations" to the Placentia Municipal Code.
(Approved 5-0, as recommended)

1.e. **Second Reading and Adoption of Ordinance No. O-2023-03, an Ordinance of the City Council of the City of Placentia, Levying special taxes within the City of Placentia Community Facilities District No. 2024-01 (Old Town Maintenance Services).**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

1) Adopt Ordinance No. O-2024-03, an Ordinance of the City Council of the City of Placentia, California, levying special taxes within the City of Placentia Community Facilities District No. 2024-01 (Old Town Maintenance Services).

(Approved 5-0, as recommended)

1.f. **Approval of Final Parcel Map No. 2023-113 Pertaining to the Subdivision of an +/- 0.47 Acre Lot into Two Parcels Located Adjacent to 1278 Vina Del Mar Avenue Within The R-1 (Single Family Residential) Zoning District**

Fiscal Impact: Approximately \$46,798 of total Development Impact fee revenue prior to construction of two new single-family residences.

Recommended Action: It is recommended that the City Council:

1) Approve Final Parcel Map No. 2023-113, subject to final review and approval by the County Surveyor; and

2) Authorize the City Clerk to sign Final Parcel Map No. 2023-113.

(Approved 5-0, as recommended)

1.g. **Amendment No. 1 to Professional Services Agreement with Fountainhead Consulting Corporation, for On-Call Construction Management and Inspection Services for the FY 2022-2023 Street Rehabilitation Project, City Project No. 1301**

Fiscal Impact:

Expense: \$27,700 Amendment No. 1 to the Professional Services Agreement

Funding Source: \$27,700 FY 2023-24 CIP Budget
(799800-6740 J/L 791301-6740)

Recommended Action: It is recommended that the City Council:

1) Approve Amendment No. 1 to Professional Services Agreement with Fountainhead Consulting Corporation for an additional \$27,700 to continue providing inspection services for the FY 2022-2023 Street Rehabilitation Project for a cumulative contract not-to-exceed amount of \$277,700; and

2) Authorize the City Administrator to approve contract amendments up to 10% of the cumulative contract amount, or \$27,770; 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)

Mayor Pro Tem Kirwin noted a typo in recommendation No. 1 stating that the dollar amount should be \$27,700 not \$277,700.

1.h. **Amendment No. 1 to Professional Services Agreement with Epic Land Solutions, Inc., for Easement Appraisal and Acquisition Services for the Golden Avenue Bridge Replacement Project**

Fiscal Impact:

Expense: \$ 30,895.00 Amendment No. 1 to Professional Services Agreement

Available Budget: \$2,446,099.16 Total Available Project Budget

\$2,300,000.00 Federal Earmark
(331801-6740 J/L 331801-6740)

\$ 246,099.16 General Fund Developer Fee
(331801-6740 J/L 331801-6740)

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 1 to the Professional Services Agreement with Epic Land Solutions, Inc. to increase the contract not-to-exceed amount by an additional \$30,895; and
- 2) Authorize the City Administrator to approve contract amendments up to 10% of the cumulative contract amount, or \$7,064.34; and
- 3) 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.i. **2023 Annual Housing Report**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:
Receive and file the 2023 Housing Element Annual Progress Report

(Approved 5-0, as recommended)

1.j. **Update to Old Town Façade Improvement Program**

Fiscal Impact: CDBG Funds not-to exceed \$180,778 for Fiscal Year 2024-25

No General Fund money will be used for this program

Recommended Action: It is recommended that the City Council:

- 1) Approve the revised Old Town Façade Improvement Program Guidelines and Application; 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.k. **Renewal and Upgrade of Microsoft Office 365 Licenses to include Device Management through Insight Public Sector**

Fiscal Impact:

Expense: \$ 79,777.03 Annually for three (3) years

Budgeted: \$500,000.00 (101523-6136) for Software Maintenance

Recommended Action: It is recommended that the City Council:

- 1) Approve the agreement to upgrade and renew the Microsoft Enterprise Agreement with Insight Public Sector utilizing the County of Riverside Microsoft Enterprise Master Agreement, for a three-year period, beginning March 1, 2024, through February 27, 2027 in the amount not-to-exceed \$239,331.09; 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.l. **Amendment No. 2 to Professional Services Agreement with People Assisting the Homeless (PATH) for the operation of four months of the Year-Round Navigation Center/Emergency Shelter located at 731 S. Melrose Street.**

Fiscal Impact:

Expense: \$ 916,495 Placentia Regional Navigation Center Fund

Revenue: \$ 916,465 North Service Planning Area Cities MOU

Recommended Action: It is recommended that the City Council:

- 1) Approve Amendment No. 2 to the Professional Services Agreement with People Assisting the Homeless (PATH) for the operation and management services of the Placentia Navigation Center for an additional four (4) month term ending on July 31, 2024, in the amount not to exceed of \$916,495; and
- 2) Authorize the City Administrator to approve eligible contract term extensions for two (2) month extensions up to six (6) months in an amount not to exceed \$458,255, based upon contractor performance and at the discretion of the City; and
- 3) Adopt Resolution No. R- 2024-19, 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

- 4) 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.m. **Award of Construction Contract to Big Ben Engineering for Sewer Repair Work in Old Town Placentia**

Fiscal Impact:

Expense:	\$135,000	Construction Contract
	\$ 13,500	Contingency Amount
	\$148,500	Total Construction Cost
Budgeted:	\$148,500	Total Budget
	\$148,500	FY 23-24 CIP Budget
		(799800-6750 J/L 243301-6750)

Recommended Action: It is recommended that the City Council:

- 1) Approve a Public Works Agreement for Project No. 3301 with Big Ben Engineering for an amount not-to-exceed \$135,000; and
- 2) Authorize the City Administrator to approve contract change orders up to 10% of the contract not-to-exceed amount, or \$13,500; 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)

2. PUBLIC HEARINGS: None

3. REGULAR AGENDA:

3.a. **Streetscape Design Options for the 100 Block of Santa Fe Avenue**

Fiscal Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Conduct the study session and receive and file this report and proceed with designing and constructing the streetscape improvements for the 100 block of Santa Fe Avenue as designed in the adopted streetscape master plan.

(Received and filed with direction given to proceed with original master plan with improvements)

City Administrator Arrula introduced Deputy City Administrator Estevez to give a brief presentation on the Streetscape Design Options for the 100 Block of Santa Fe Avenue.

Councilmember Shader shared her thoughts on the street design options for Old Town, expressing that the current iteration, which is close to the approved master plan, is a happy medium that the public is comfortable with. She added that the city should not invest further in efforts to activate plans with a street closure and plaza without support from building owners and businesses in the area.

Mayor Pro Tem Kirwin clarified that the additional \$1.5 million is for options 1 and 2 in the report. He also inquired about the designated bike lanes.

Director Estevez explained that on street parking would have to be removed if standard bikes lanes are provided in the plan, therefore, a shared bike lane is planned. He noted that the bike lane symbols painted on the road serves a reminder to motorists to be cognizant and aware of bicyclists.

Councilmember Wanke commented on the differing opinions on the street's configuration noting that the original plan meets the needs of the people who live and work in the area.

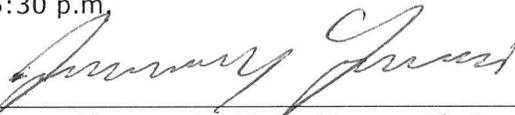
Councilmember Smith commented on the positive feedback he has received regarding the outdoor and curbside seating and expressed support for the original master planned improvements.

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Councilmember Wanke requested that Staff contact the County to inquire about opening the Orange County Flood Control gate near Parque del Arroyo Verde to allow for walking and biking.

ADJOURNMENT:

The City Council/Successor Agency/ICDA/PPFA Board of Directors adjourned at 10:05 p.m. to a regular City Council meeting on Tuesday, April 2, 2024 at 5:30 p.m.



Jeremy Yamaguchi, Mayor/Agency Chair

ATTEST:



Robert S. McKinnell, City Clerk/
Agency Secretary

