

## MINUTES

### LA HABRA CIVIC IMPROVEMENT AUTHORITY

REGULAR MEETING 6:30 P.M.  
&  
REGULAR JOINT MEETING WITH THE  
CITY COUNCIL OF THE CITY OF LA HABRA,  
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY  
OF THE CITY OF LA HABRA,  
CITY OF LA HABRA HOUSING AUTHORITY,  
AND LA HABRA UTILITY AUTHORITY

Monday, June 16, 2025

#### REGULAR MEETING & REGULAR JOINT MEETING 6:30 P.M.:

**CALL TO ORDER:** Mayor/Chair Espinoza called the Regular Meeting of the City Council of the City of La Habra and Regular Joint Meeting with the Successor Agency to the Redevelopment Agency of the City of La Habra, La Habra Civic Improvement Authority, City of La Habra Housing Authority, and La Habra Utility Authority to order at 6:30 p.m. in the City Council Chamber, located at 100 East La Habra Boulevard, La Habra, California.

**INVOCATION:** City Attorney/Legal Counsel Collins

**PLEDGE OF ALLEGIANCE:** Mayor/Chair Espinoza

**COUNCILMEMBERS/DIRECTORS PRESENT:** Mayor/Chair Espinoza  
Councilmember/Director Gomez  
Councilmember/Director Lampkin  
Councilmember/Director Nigsarian

**COUNCILMEMBERS/DIRECTORS ABSENT:** Mayor Pro Tem/Vice Chair Medrano (excused absence)

**OTHER OFFICIALS PRESENT:** City Manager/Executive Director Sadro  
City Attorney/Legal Counsel Collins  
Assistant City Manager Yap  
Management Analyst II Hurt  
City Clerk/Secretary Barone  
Assistant City Clerk Lopez

**CLOSED SESSION ANNOUNCEMENT:** None.

#### **PROCLAMATIONS/PRESENTATIONS:**

1. RECOGNITION OF 2024-2025 YOUTH COMMITTEE MEMBERS

Mayor Espinoza, City Council, Recreation Coordinator Rivera, and Administrative Aide II Romero presented Certificates of Recognition to the 2024-2025 Youth Committee Members.

2. PROCLAIM "JULY IS PARK AND RECREATION MONTH" IN THE CITY OF LA HABRA

Mayor Espinoza and City Council presented a proclamation to Deputy Director of Community Services Albarian, Director of Public Works Saykali, and Community Services Commissioners Limon, Rojas, Schmidt, and Surich.

3. RECOGNITION OF DIRECTOR OF FINANCE MELVIN "MEL" SHANNON UPON HIS RETIREMENT AND 44 YEARS OF SERVICE WITH THE CITY OF LA HABRA

Mayor Espinoza, City Council, and City Manager Sadro presented a Certificate of Recognition to Director of Finance Mel Shannon.

**PUBLIC COMMENTS:**

City Clerk Barone indicated an email public comment was received from Bianca Stopani with copies provided at the dais for each City Councilmember.

**CONSENT CALENDAR:**

City Attorney/Legal Counsel Collins stated, "As required by California Government Code Section 54953(c)(3) to provide a verbal summary of recommendations regarding approval of salaries, salary schedules, or compensation paid in the form of fringe benefits to a local agency's executives, tonight's joint agency agenda includes Consent Calendar Item No. 5 regarding an amended and restated employment agreement for the position of City Manager, as well as Public Hearing Item No. 1 for Consideration of the Fiscal Year 2025-2026 Budget Adoption. These two items propose Salary Adjustments for Management and Executive Management employees, as well as the City Manager.

Specific to the City Manager's proposed amended and restated employment agreement, the agreement, if approved by City Council, will take effect on July 1, 2025, and will include a 4% increase to the City Manager annual base salary at a cost of \$14,096, will provide for an increase in sick leave hours, will provide a contribution to the employee's Retiree Health Savings account should the employee retire from the City and, in lieu of any annual CPI or COLA adjustments to base pay that may be approved by City Council and provided to Executive Management staff, the employee will instead receive an equal one-time only payment."

City Manager/Executive Director Sadro clarified that the salary adjustment increase of \$580,912 includes Executives, and all City unrepresented Management staff.

Consent Calendar Item 6 was pulled by audience member Dave Curlee.

Moved by Councilmember/Director Gomez, seconded by Councilmember/Director Lampkin, and CARRIED (4-0) TO APPROVE CITY COUNCIL CONSENT CALENDAR ITEMS 1 THROUGH 5, 7 THROUGH 13; AND CITY COUNCIL & UTILITY AUTHORITY ITEMS 1 AND 2; WITH THE EXCEPTION OF CITY COUNCIL CONSENT CALENDAR ITEM 6 WHICH WAS PULLED BY AN AUDIENCE MEMBER.

Said motion CARRIED by the following vote:

AYES: Mayor/Chair Espinoza, Councilmember/Director Gomez,  
Councilmember/Director Lampkin, Councilmember/Director Nigsarian  
NOES: NONE

ABSTAIN: NONE

ABSENT: Mayor Pro Tem/Vice Chair Medrano

1. PROCEDURAL WAIVER: Waive reading in full of resolutions and ordinances and approval and adoption of same by reading title only.

2. APPROVE THE SECOND READING AND ADOPTION OF **ORDINANCE NO. CC 2025-03** ENTITLED: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, APPROVING ZONE CHANGE 25-0001 REPEALING AND REPLACING CHAPTER 18.66 (CONDITIONAL USE PERMITS) OF TITLE 18 (ZONING) OF THE LA HABRA MUNICIPAL CODE RELATING TO CONDITIONAL USE PERMITS AND ESTABLISHING PROCEDURES FOR MINOR CONDITIONAL USE PERMITS AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UNDER SECTION 15061(B)(3) (COMMON SENSE EXEMPTION) OF THE CEQA GUIDELINES

That the City Council approve the second reading and adoption of ORDINANCE NO. CC 2025-03.

3. APPROVE DENIAL OF LIABILITY CLAIM OF MR. JOHN VERDON

That the City Council deny the claim of Mr. John Verdon in order to set a definite six-month Statute of Limitations date.

4. APPROVE DENIAL OF LIABILITY CLAIM OF CATHERINE CHEAH, CHRISTOPHER CHEAH AND SARAH CHEAH

That the City Council deny the claim of Catherine Cheah, Christopher Cheah and Sarah Cheah in order to set a definite six-month Statute of Limitations date.

5. APPROVE AND AUTHORIZE EXECUTION OF AN AMENDED AND RESTATED EMPLOYMENT AGREEMENT FOR THE OFFICE OF THE CITY MANAGER

That the City Council:

A. Approve and authorize the execution of an amended and restated employment agreement for the office of City Manager with Mr. Jim Sadro, which will remain in effect unless amended or terminated by mutual agreement of both parties; and

B. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-08** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, AMENDING RESOLUTION NO. 2024-13 PERTAINING TO A COMPENSATION PLAN FOR EXECUTIVE MANAGEMENT EMPLOYEES.

6. **REMOVED FOR SEPARATE DISCUSSION:** APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A REVISED AMENDMENT #5 TO THE AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF LA HABRA AND THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

7. APPROVE MILITARY EQUIPMENT POLICY ANNUAL REPORT AND RENEWAL

That the City Council:

- A. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-09** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, RENEWING ORDINANCE NO. 1841 AND DETERMINING THAT MILITARY EQUIPMENT USE BY THE LA HABRA POLICE DEPARTMENT COMPLIES WITH STATE LAW;
- B. Renew Ordinance No. 1841 that approved the La Habra Police Department's military equipment use policy; and,
- C. Make a finding that the City's military equipment use complies with State law after considering the annual report on the use of military equipment by the Police Department.

8. APPROVE AGREEMENT AND ALLOCATION OF THE FISCAL YEAR 2024 OPERATION STONEGARDEN (OPSG) FUNDS

That the City Council approve and authorize the Chief of Police to execute an agreement and accept funding in the amount of \$171,000 from the Fiscal Year 2024 Operation Stonegarden grant program (OPSG) provided by the U.S Department of Homeland Security (DHS), administered through the California Office of Emergency Services, and distributed by the County of Riverside.

9. APPROVE THE PURCHASE OF TWO VEHICLES FOR THE CITY OF LA HABRA CHILD DEVELOPMENT DIVISION

That the City Council:

- A. Approve the purchase of a 2025 Ford Explorer and a 2025 Ford F-150 Truck for the City's grant-funded Child Development Division located at the City-owned Child Care Main Office facility at 215 North Euclid Street;
- B. Approve an appropriation of \$28,686.71 from the California State Preschool Contract Grant Fund, \$43,244.11 from the General Child Care Contract Grant Fund, and \$9,418.15 from the Day Care Home Food Program (DCH) to fully fund the purchase cost of these vehicles;
- C. Authorize staff to issue a purchase order to Puente Hills Ford in an amount not to exceed \$81,348.98.

10. APPROVE NOTICE OF COMPLETION FOR WALL REPAIRS AT THE CHILD DEVELOPMENT MAIN OFFICE

That the City Council approve the Notice of Completion for wall repairs at City of La Habra Child Development Main Office located at 215 North Euclid Street, La Habra, CA 90631; and authorize staff to send the Notice of Completion for recordation.

11. APPROVE AND ADOPT THE MEASURE M2 SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM, MASTER PLAN OF ARTERIAL HIGHWAYS (MPAH) CIRCULATION ELEMENT CONSISTENCY, MITIGATION FEE PROGRAM AND PAVEMENT MANAGEMENT PLAN AS PART OF THE MEASURE M2 ELIGIBILITY SUBMITTAL TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA) FOR FISCAL YEAR 2025-2026

That the City Council:

- A. Approve and adopt the Measure M2 Seven-Year Capital Improvement Program (CIP) for Fiscal Year 2025-2026, an update of the Master Plan of Arterial Highways (MPAH) Circulation Element, the updated Mitigation Fee Program, and the updated Pavement Management Plan;
  - B. Authorize staff to submit the required documents to the Orange County Transportation Authority (OCTA) to comply with the Measure M2 Eligibility requirements for Fiscal Year 2025-2026;
  - C. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-10** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, AND MITIGATION FEE PROGRAM FOR THE MEASURE M2 (M2) PROGRAM; and,
  - D. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-11** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, CONCERNING THE STATUS AND UPDATE OF THE PAVEMENT MANAGEMENT PLAN FOR THE MEASURE M2 (M2) PROGRAM.
12. APPROVE REJECTION OF ALL BIDS RECEIVED FOR THE REMODEL/TENANT IMPROVEMENTS AT TWO CITY OWNED BUILDINGS AT 205 SOUTH EUCLID STREET AND 106 EAST FIRST AVENUE, CITY PROJECT NO. 6-B-23, AND AUTHORIZE STAFF TO PROCURE A CONTRACT THROUGH SOURCEWELL

That the City Council:

- A. Reject all bids received for the Remodel/Tenant Improvements at two City owned buildings at 205 South Euclid Street and 106 East First Avenue, City Project No. 6-B-23;
  - B. Waive the competitive bidding process pursuant to Municipal Code Section 4.20.070(C), "Exceptions to bidding requirements for the purchase of goods and services";
  - C. Authorize the use of competitively bid cooperative purchasing through Sourcewell for procurement of construction services;
  - D. Award a contract to MDJ Management, LLC in the amount of \$2,859,234.21 for the Remodel/Tenant Improvements at both 205 South Euclid Street and 106 East First Avenue, City Project No. 6-B-23;
  - E. Authorize the City Manager to execute the contract with MDJ Management, LLC, and issue a purchase order in the amount of \$3,145,157.63, which includes a 10 percent contingency; and,
  - F. Appropriate \$250,000 of County of Orange Discretionary Grant Funds which were designated by the County of Orange for this project, as well as an appropriation of \$149,589 from the available unencumbered City of La Habra General Capital Projects Fund balance to fully fund the Project.
13. WARRANTS: APPROVE NOS. 4322 THROUGH 4480 TOTALING \$1,155,807.30

That the City Council approve warrant Nos. 4322 through 4480 totaling \$1,155,807.30.

**CITY COUNCIL & UTILITY AUTHORITY:**

1. APPROVE THE 2025 CROSS CONNECTION CONTROL MANAGEMENT PLAN

That the City Council and Utility Authority:

- A. Review the 2025 Cross Connection Control Management Plan; and,
- B. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-12 AND UA 2025-02** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, AND THE LA HABRA UTILITY AUTHORITY APPROVING AND ADOPTING A CROSS-CONNECTION CONTROL MANAGEMENT PLAN.

2. APPROVE AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO CONDUCT A WATER AND SEWER RATE IMPACT FEE STUDY

That the City Council and Utility Authority:

- A. Waive formal bidding requirements per the La Habra Municipal Code, Section 4.20.080(B) when a service firm has established such a successful past history of work that it is clearly in the public interest not to negotiate with any other sources; and,
- B. Authorize the Executive Director to execute a professional services agreement with Raftelis Financial Consultants, Inc. for an amount not to exceed \$69,630 to update the Utility Authority's five-year water and sewer fund financial plans and rate structures.

**CONSENT CALENDAR ITEMS REMOVED FOR SEPARATE DISCUSSION:**

6. APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A REVISED AMENDMENT #5 TO THE AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF LA HABRA AND THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

City Council did not request a staff report.

City Council discussion included: response times with agencies other than the Los Angeles County Fire Department; and consider a representative of the Consolidated Fire Protection District of Los Angeles County attend a future City Council Meeting.

Mayor Espinoza invited the public to testify at 6:53 p.m.

Dave Curlee spoke.

Mayor Espinoza closed public testimony at 6:57 p.m.

Moved by Councilmember Nigsarian, seconded by Councilmember Gomez, and CARRIED (4-0) THAT THE CITY COUNCIL APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A REVISED AMENDMENT #5 TO THE AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF LA HABRA AND THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY.

Said motion CARRIED by the following vote:

AYES: Mayor Espinoza, Councilmember Gomez,

Councilmember Lampkin, Councilmember Nigsarian  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: Mayor Pro Tem Medrano

**PUBLIC HEARINGS:**

**CITY COUNCIL, AGENCY, & AUTHORITIES:**

1. DULY NOTICED PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2025-2026 LA HABRA MUNICIPAL BUDGET FOR ADOPTION, AND TO ESTABLISH THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

Assistant City Manager Yap presented the staff report.

There was no City Council/Directors discussion.

Mayor/Chair Espinoza opened the public hearing at 7:06 p.m. There was no public testimony. Mayor Espinoza closed the public hearing at 7:06 p.m.

Moved by Councilmember/Director Gomez, seconded by Councilmember/Director Nigsarian, and CARRIED (4-0) THAT THE CITY COUNCIL:

- A. Approve and adopt the City of La Habra Fiscal Year 2025-2026 Municipal Budget;
- B. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-13** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, MAKING APPROPRIATIONS FOR THE CONDUCT OF CITY OF LA HABRA GOVERNMENT, ESTABLISHING POLICIES FOR THE ADMINISTRATION OF THE ADOPTED BUDGET, AND FOR OTHER BUDGET RELATED PURPOSES;
- C. APPROVE AND ADOPT **RESOLUTION NO. SA 2025-02** ENTITLED: A RESOLUTION OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF LA HABRA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026;
- D. APPROVE AND ADOPT **RESOLUTION NO. HA 2025-02** ENTITLED: A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF LA HABRA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026;
- E. APPROVE AND ADOPT **RESOLUTION NO. UA 2025-03** ENTITLED: A RESOLUTION OF THE UTILITY AUTHORITY OF THE CITY OF LA HABRA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026;
- F. APPROVE AND ADOPT **RESOLUTION NO. CIA 2025-01** ENTITLED: A RESOLUTION OF THE CIVIC IMPROVEMENT AUTHORITY OF THE CITY OF LA HABRA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026;

- G. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-14** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA ESTABLISHING THE APPROPRIATIONS LIMIT IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026, AND AMENDING RESOLUTION NO. CC 2024-17;
- H. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-15** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA AMENDING RESOLUTION NO. 2024-13 AND 6123 PERTAINING TO A COMPENSATION PLAN FOR MANAGEMENT, POLICE MANAGEMENT, AND EXECUTIVE MANAGEMENT EMPLOYEES; AND
- I. APPROVE AND ADOPT **RESOLUTION NO. CC 2025-16** ENTITLED: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA AMENDING RESOLUTION NO. 6113 PERTAINING TO A COMPENSATION PLAN FOR GENERAL SERVICES EMPLOYEES' GROUP.

Said motion CARRIED by the following vote:

AYES: Mayor/Chair Espinoza, Councilmember/Director Gomez,  
Councilmember/Director Lampkin, Councilmember/Director Nigsarian  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: Mayor Pro Tem/Vice Chair Medrano

**CONSIDERATION ITEMS:**

**CITY COUNCIL:**

- 1. CONSIDER THE DEVELOPMENT OF AN E-BIKE ORDINANCE AND PROVIDE DIRECTION TO STAFF

Chief of Police Foster presented the staff report.

Mayor Espinoza invited the public to testify at 7:10 p.m. There was no public testimony. Mayor Espinoza closed public testimony at 7:10 p.m.

City Council discussion included the need for and support of an E-Bike policy and ordinance.

Moved by Councilmember Nigsarian, seconded by Councilmember Gomez, and CARRIED (4-0) THAT THE CITY COUNCIL DIRECT STAFF TO PROCEED WITH THE NECESSARY STEPS FOR THE DEVELOP AN E-BIKE ORDINANCE FOR THE CITY OF LA HABRA.

Said motion CARRIED by the following vote:

AYES: Mayor Espinoza, Councilmember Gomez,  
Councilmember Lampkin, Councilmember Nigsarian  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: Mayor Pro Tem Medrano

**MAYOR'S COMMUNITY CALENDAR:**

Mayor/Chair Espinoza announced upcoming community events and activities.

**COMMENTS FROM STAFF:**

City Manager Sadro spoke regarding the retirement of Director of Finance Mel Shannon.

**COMMENTS FROM COUNCILMEMBERS/DIRECTORS:**

Each City Councilmember/Director commented and reported on their attendance to past community events and activities, and thanked City staff for their work and dedication to the La Habra community.

Councilmember/Director Nigsarian made a motion that staff look into consideration for the addition of resident-to-resident light pollution restrictions in the La Habra Municipal Code. Seconded by Councilmember/Director Lampkin.

**ADJOURNMENT:** Mayor/Chair Espinoza adjourned the meeting at 7:34 p.m. to Monday, July 21, 2025, at 5:30 p.m. in the City Council Closed Session Room 112c, 100 East La Habra Boulevard, followed by the Regular Meeting at 6:30 p.m. in the City Council Chamber.

Respectfully submitted,

Rhonda J. Barone, CMC  
City Clerk/Secretary

These Minutes were approved on \_\_\_\_\_.