CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, APRIL 15, 2026, AT 7:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Sheila Rossi
ROLL CALL:	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Janet Braun
PLEDGE OF ALLEGIANCE:	Mayor	Sheila Rossi

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PRESENTATIONS

1. **A PROCLAMATION DECLARING APRIL 29, 2026, AS DENIM DAY IN THE CITY OF SOUTH PASADENA**

2. **A PROCLAMATION DECLARING APRIL 22, 2026, AS EARTH DAY IN THE CITY OF SOUTH PASADENA**

3. **A PROCLAMATION FOR LIBRARY VOLUNTEER RECOGNITION DAY**

4. **A PROCLAMATION DECLARING APRIL 24, 2026, AS ARBOR DAY IN THE CITY OF SOUTH PASADENA**

5. **A PROCLAMATION DECLARING APRIL 19, 2026 - APRIL 25, 2026, AS CALIFORNIA MOSQUITO AWARENESS WEEK IN THE CITY OF SOUTH PASADENA**

CLOSED SESSION ANNOUNCEMENTS

6. **CLOSED SESSION ANNOUNCEMENTS**

PUBLIC COMMENT

7. **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**
   General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

CHANGES TO THE AGENDA

8. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

CONSENT CALENDAR
OPPORTUNITY TO COMMENT ON CONSENT CALENDAR
Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

9. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 18, 2026 AND THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 8, 2026

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 18, 2026 and the Special City Council meeting held on April 8, 2026.

10. CONSIDERATION TO RECEIVE AND FILE THE 2025 ANNUAL PROGRESS REPORT (APR) FOR THE GENERAL PLAN HOUSING ELEMENT

Recommendation
It is recommended that the City Council receive and file the 2025 Annual Progress Report for the City of South Pasadena General Plan Housing Element.

11. CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLIAM HEZMALHALCH ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES INCREASING THE COMPENSATION IN THE AMOUNT OF $90,000 FOR A NEW AGGREGATE TOTAL OF $150,000 AND EXTENDING THE TERM BY THREE YEARS TO OCTOBER 31, 2029.

Recommendation
It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with William Hezmalhalch Architects for architectural design review services for the City.

12. CONSIDERATION TO RECEIVE AND FILE THE JANUARY 2026 MONTHLY BUDGET REPORT

Recommendation
It is recommended that the City Council receive and file the monthly budget report through January 31, 2026 (Attachment 1).

13. CONSIDERATION TO APPROVE THE FIFTH AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES TO EXTEND THE AGREEMENT TERM TO MAY 31, 2026

Recommendation
It is recommended that the City Council consider approving the fifth amendment to the Agreement with California Metro Patrol for security guard services at the Library to extend the agreement term to May 31, 2026.

14. CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO KOBA CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $82,800.00 FOR THE ARROYO SECO GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT (PROJECT NO. 5231)

Recommendation
It is recommended that the City Council:

a. Approve the specifications for the Arryo Seco Golf Course 13th Hole Fencing Replacement Project (Project);
b. Award a construction contract to KOBA Construction, Inc. for construction services for the Project for an amount not to exceed $82,800 which includes the proposed bid amount of $69,000 and a 20% contingency of $13,800;
c. Reject all other bids received;
d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the agreement and all related documents.

15. CONSIDER THE ADOPTION OF RESOLUTION NO. 7991 TO DE-LIST 1806 CAMDEN AVENUE FROM THE CITY'S INVENTORY OF CULTURAL RESOURCES

Recommendation
It is recommended that the City Council adopt Resolution No. 7991 approving the removal and de-listing of the property located at 1806 Camden Avenue from the City's Inventory of Cultural Resources.

16. CONSIDERATION TO ADOPT RESOLUTION NO. 7992 APPROPRIATING BUDGET TRANSFERS TO RESOLVE NEGATIVE FUND BALANCES IN THE PROGRAMS AND PROJECTS FUND (FUND 107) AND MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FUND (FUND 238)

Recommendation
It is recommended that the City Council adopt Resolution No. 7992 (Attachment 1) appropriating the following budget transfers: a) $325,222 from Unassigned General Fund Reserve to Fund 238 (MSRC Fund) to eliminate the fund’s negative fund balance; and b) $314,877 from Assigned General Fund Balance to Fund 107 (Programs and Projects Fund) to eliminate the fund’s negative fund balance.

17. CONSIDERATION TO ADOPT RESOLUTION 7993 TO ESTABLISH THE JOB SPECIFICATION FOR THE SENIOR BUILDING INSPECTOR AND SALARY RANGE, REVISE THE SALARY RANGE OF THE PERMIT TECHNICIAN, AND ADD ONE (1) SENIOR BUILDING INSPECTOR AND ONE (1) PERMIT TECHNICIAN.

Recommendation
It is recommended that the City Council adopt Resolution No. 7993 establishing the job

specification for the Senior Building Inspector and salary range, revising the salary range for the Permit Technician, as well as the approving the addition of one (1) Senior Building Inspector and one (1) Permit Technician position.

18. CONSIDERATION OF APPROVAL OF A PURCHASE ORDER FOR ALTA PLANNING + DESIGN, INC. IN THE AMOUNT OF $48,586 FOR PAYMENT OF OUTSTANDING INVOICES FOR THE SLOW STREETS PROGRAM AND ADOPTION OF RESOLUTION NO. 7995 APPROVING A BUDGET AMENDMENT TO APPROPRIATE PROPOSITION C LOCAL RETURNS FUNDS TO THE PROJECT

Recommendation

It is recommended that the City Council:

a. Authorize the City Manager to approve a purchase order for Alta Planning + Design, Inc. in the amount of $48,586 for payment of outstanding invoices related to professional services performed under the Slow Streets Program; and
b. Adopt Resolution No. 7995 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $50,000 to the project budget from Proposition C Local Return Funds.
c. Authorize the City Manager to execute any documents necessary to implement this action.

19. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7996 AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET FOR THE NORTH-SOUTH FAIR OAKS INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT PROJECT RABA01-5071(024) USING PROPOSITION C LOCAL RETURN FUNDS AND AUTHORIZE THE CITY MANAGER TO AMEND THE PURCHASE ORDERS ISSUED FOR THE PROJECT, REFUND ANY FUNDS TO CALTRANS AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE RESOLUTION NO. 7996

Recommendation

It is recommended that the City Council:

a. Adopt Resolution No. 7996 amending the Fiscal Year 2025-2026 Capital Improvement Project budget for the North-South Fair Oaks Intelligent Transportation Systems Deployment Project to utilize $1,295,051.09 of Fund 207 (Proposition C Local Return).
b. Authorize staff to reconcile expenses from previous and current Fiscal Years to Proposition C in accordance with the budget.
c. Authorize the City Manager to amend the funding sources for the Purchase Orders issued to KOA/Lochner and Iteris Inc. to utilize the appropriated Proposition C Local Return Funds instead of currently approved funding sources.

20. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TAKE TO TWO LLC., FOR FILM PROGRAM CONSULTANT SERVICES, IN THE AMOUNT OF $69,700, FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF $99,700, AND ADOPTION OF RESOLUTION NO. 7997 APPROVING A BUDGET AMENDMENT TO APPROPRIATE $69,700 TO FUND THE PROPOSED AMENDMENT

Recommendation

It is recommended that the City Council:

1. Approve the amendment to the professional services agreement with Take to Two LLC., for film program consultant services, in the amount of $69,700, for a new total not to exceed amount of $99,700 and amend the termination date; and
2. Adopt Resolution No. 7997, approving a budget amendment to appropriate funds in the amount of $69,700 to Account No. 101-2010-2011-8180-000 (Contract Services) and in revenue Account No. 101-0000-0000-4445-000 (Filming Permits)

21. CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO RAMCO CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $91,885.00 FOR THE LIBRARY NORTHEAST RAMP LIGHTING PROJECT (PROJECT NO. 5149)

Recommendation

It is recommended that the City Council:

a. Approve the plans and specifications for the Library Northeast Ramp Lighting Project (Project);
b. Award a construction contract to RAMCO Construction, Inc. for construction services for the Project not to exceed $91,885.00, including the proposed bid amount of $79,900.00 and a 15% contingency of $11,985.00;
c. Reject all other bids received;
d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the Contract.

22. CONSIDERATION TO APPROVE AN INCREASE IN THE PURCHASE ORDER AMOUNT FROM $120,953.67 TO $131,962.24, FOR THE PURCHASE OF TWO FERNO POWER X2 POWERED GURNEYS, AND TWO FERNO POWER F2 FASTENING SYSTEMS FROM FERNO-WASHINGTON INC.

Recommendation

It is recommended that the City Council approve an increase to the purchase order amount from $120,953.67 to $131,962.24 for the purchase of two Ferno Power X2 powered gurneys and two Ferno Power F2 fastening systems from Ferno-Washington Inc., fully funded through Measure B.

23. CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH CITIGUARD INC. FOR SECURITY GUARD SERVICES AT THE LIBRARY ($362,500) AND FOR PATROL SERVICES AT CITY-OWNED VACANT RESIDENTIAL PROPERTIES ($40,000), FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $402,500

Recommendation

Staff recommends that the City Council authorize the City Manager to execute a five-year Agreement with Citiguard Inc. for security guard services at the Library in an amount of $362,500, and to authorize an additional $40,000 for patrol services at multiple vacant City-owned residential properties within the city, for a total contract amount not to exceed $402,500 and in the final form approved by the City Attorney.

24. CONSIDERATION OF A LEGAL SERVICES AGREEMENT WITH KRONICK MOSKOVITZ TIEDEMANN & GIRARD FOR SPECIAL COUNSEL SERVICES

Recommendation
Approve the legal services agreement with Kronick Moskovitz Tiedemann & Girard for special counsel services.

ACTION/DISCUSSION

25. RECEIVE A REPORT ON THE SELF-INSURANCE FUND AND CONSIDERATION TO INCREASE THE CITY'S GENERAL LIABILITY SELF-INSURED RETENTION FROM $100,000 TO $250,000 PER OCCURRENCE

Recommendation
It is recommended that the City Council:

a. Receive and file this report on the status of the City's Self-Insurance Fund (Fund 103);
b. Authorize the City Manager to execute the necessary PRISM program documentation to increase the City's General Liability Self-Insured Retention (SIR) from $100,000 to $250,000 per occurrence, effective July 1, 2026; and
c. Direct staff to place the resulting savings in premium into Fund 103 general liability claims expenditure line item to cover increased claim liability.

26. CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND TODD HILEMAN AND ADOPT RESOLUTION NO. 7994, APPROVING AND ADOPTING THE AMENDED SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER

Recommendation
The City Attorney recommends that the City Council approve the First Amendment to the City Manager Employment Agreement between the City of South Pasadena and Todd Hileman and adopt Resolution No. 7994 approving and adopting the amended salary schedule for the position of City Manager.

INFORMATIONAL REPORTS

27. RECEIVE AND FILE THE CAPITAL IMPROVEMENT PROGRAM QUARTERLY UPDATE

Recommendation
It is recommended that the City Council receive and file the Capital Improvement Program Quarterly Update report.

PUBLIC COMMENT - CONTINUED

28. CONTINUED PUBLIC COMMENT - GENERAL
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

29. COUNCILMEMBER COMMUNICATIONS

30. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

May 6, 2026	Regular City Council Meeting	7:00 P.M.
May 20, 2026	Regular City Council Meeting	7:00 P.M.
June 3, 2026	Regular City Council Meeting	7:00 P.M.
June 17, 2026	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available at City Hall and online for public viewing on the City's website: https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at: http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on April 15, 2026, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

04/09/2026 /S/

Date Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 1

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION DECLARING APRIL 29, 2026, AS DENIM DAY IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - Denim Day

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring April 29, 2026, as "Denim Day" and honoring survivors of sexual assault

WHEREAS, sexual violence affects individuals of every age, race, gender, and socioeconomic background, and remains a serious and ongoing public health and safety issue in communities across the United States; and

WHEREAS, in the United States, an estimated sexual assault occurs every 68 seconds, with a child experiencing sexual assault every 9 minutes, and over half of women and nearly one in three men experiencing sexual violence involving physical contact in their lifetime, while nearly half of all victims are under the age of 18; and

WHEREAS, survivors of sexual assault often face significant barriers to reporting, healing, and accessing justice, reinforcing the need for increased awareness, prevention, and survivor-centered support; and

WHEREAS, education that promotes consent, healthy relationships, and respect—particularly among youth critical to preventing sexual violence and fostering safer, more informed communities; and

WHEREAS, Denim Day was founded by Peace Over Violence in 1999 following international outrage over a 1998 court ruling that perpetuated harmful misconceptions about sexual assault, and is observed annually during Sexual Assault Awareness Month; and

WHEREAS, Denim Day has since grown into an international movement and day of action, encouraging individuals, organizations, and communities to wear denim as a visible statement of solidarity with survivors and to challenge victim-blaming and harmful myths about sexual violence; and

WHEREAS, wearing denim on this day affirms the message that there is never an excuse for sexual violence and never an invitation to harass, abuse, or assault; and

WHEREAS, recognizing Denim Day provides an opportunity to reaffirm our community's commitment to supporting survivors, advancing prevention efforts, and promoting a culture of dignity, respect, and accountability;

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim April 29, 2026, as Denim Day and encourage all residents, schools, and community organizations to participate in raising awareness about sexual violence prevention and supporting survivors.

_____ 4/15/2026

Mayor, Sheila Rossi **Date**

City Council Agenda Report

ITEM NO. 2

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Danielle Garcia, Water Conservation Management Analyst

SUBJECT: **A PROCLAMATION DECLARING APRIL 22, 2026, AS EARTH DAY IN THE CITY OF SOUTH PASADENA**

Attachment:
2026 Earth Day Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring April 22, 2026 as "Earth Day" in the City of South Pasadena

WHEREAS, Wednesday, April 22, 2026, marks the fifty-sixth annual Earth Day celebration, a day to increase public awareness of the need to protect the environment and conserve resources; and

WHEREAS, the global community now faces extraordinary challenges, such as severe water shortages, environmental degradation, diminishing resources, and global health issues; and

WHEREAS, it is understood that the citizens of the community must step forward and take action to combat these global challenges; and

WHEREAS, a sustainable environment can be achieved on an individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, our community is reminded to act locally by conserving all resources, promoting clean air through biking, encouraging the use of public transportation and planting of trees; and

WHEREAS, the City of South Pasadena continues to actively work with the community to conserve natural resources and reduce greenhouse gas emissions through programs, public events, partnerships with community organizations, and other outreach efforts; and

WHEREAS, the City of South Pasadena encourages residents and businesses to think globally and act locally by doing their part to benefit the community and the planet.

NOW, THEREFORE, I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim April 22, 2026 as "Earth Day" in the City of South Pasadena and encourage everyone to make every day Earth Day.

_____ April 15, 2026

Sheila Rossi, Mayor **Date**

City Council Agenda Report

ITEM NO. 3

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION FOR LIBRARY VOLUNTEER RECOGNITION DAY**

Attachment:
Attachment No. 1 - Library Volunteer Recognition Day

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring April 15, 2026, as "Library Volunteer Recognition Day" in the City of South Pasadena

WHEREAS, the Library Board of Trustees values the dedication of library volunteers and their significant contributions to the library and community; and

WHEREAS, in 2025, seventy-five adult volunteers gave the equivalent of 654 days of service, and forty-nine teens performed 1,241 hours of service; and

WHEREAS, $85,800 dollars in donations from the Friends of the South Pasadena Public Library made possible many library programs and services, including the Summer Reading Program, new books and e-books, online resources, and special events; and

WHEREAS, the time and money donated enabled the Friends Restoration Concerts to present 8 concerts; the Summer Reading Program to enroll over two thousand readers; library staff to present book clubs, author events and film programs; the library to offer online resources such as Comics Plus, Mango Languages and Kanopy film streaming; and, the addition of new furniture for the community room and children's area.

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim April 15, 2026, as "Library Volunteer Recognition Day" in the City of South Pasadena and do commend and thank all library volunteers for their many hours of dedicated service and hard work.

_____ 4/15/2026

Mayor, Sheila Rossi **Date**

City Council Agenda Report

ITEM NO. 4

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Danielle Garcia, Water Conservation Management Analyst

SUBJECT: **A PROCLAMATION DECLARING APRIL 24, 2026, AS ARBOR DAY IN THE CITY OF SOUTH PASADENA**

Attachment:
2026 Arbor Day Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring April 24, 2026 as "Arbor Day" in the City of South Pasadena

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, the City of South Pasadena has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim April 24, 2026 as a celebration of Arbor Day and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

_____ April 15, 2026

Sheila Rossi, Mayor Date

City Council Agenda Report

ITEM NO. 5

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION DECLARING APRIL 19, 2026 - APRIL 25, 2026, AS CALIFORNIA MOSQUITO AWARENESS WEEK IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - California Mosquito Awareness Week
Attachment No. 2 - SGV Mosquito and Vector Control District Presentation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring April 19, 2026 – April 25, 2026, as "California Mosquito Awareness Week"

WHEREAS, mosquitoes are capable of transmitting serious diseases such as West Nile virus and dengue, posing a growing public health concern in California; and

WHEREAS, invasive Aedes mosquitoes are spreading throughout Southern California, increasing the risk of local transmission of diseases like dengue; and

WHEREAS, in 2024, San Gabriel Valley communities reported 11 locally acquired dengue cases and over 50 detections of West Nile Virus activity, highlighting the importance of proactive mosquito control and community awareness; and

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District works in partnership with the City of South Pasadena to protect public health through mosquito surveillance, control, and education; and

WHEREAS, residents play a critical role in preventing mosquito breeding by eliminating standing water around their homes and neighborhoods;

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the week of April 19 - 25, 2026, as California Mosquito Awareness Week in the City of South Pasadena, and encourage all residents to Tip, Toss, and Protect—tip out standing water, toss unused containers, and protect themselves from mosquito bites.

_____ 4/15/2026

Mayor, Sheila Rossi **Date**

MOSQUITO AND VECTOR CONTROL UPDATE



Presented By:

ROBERT JOE | SGVMVCD Trustee, South Pasadena

JASON FARNED | District Manager

San Gabriel Valley Mosquito and Vector Control District

SGV Mosquito and Vector Control – A Special District



- Local government created by residents in 1989.
- Originated to reduce the public health threat of St. Louis Encephalitis.
- We deliver specialized services - monitoring and controlling for mosquito-borne diseases in the San Gabriel Valley.

San Gabriel Valley Mosquito & Vector Control District

About The District

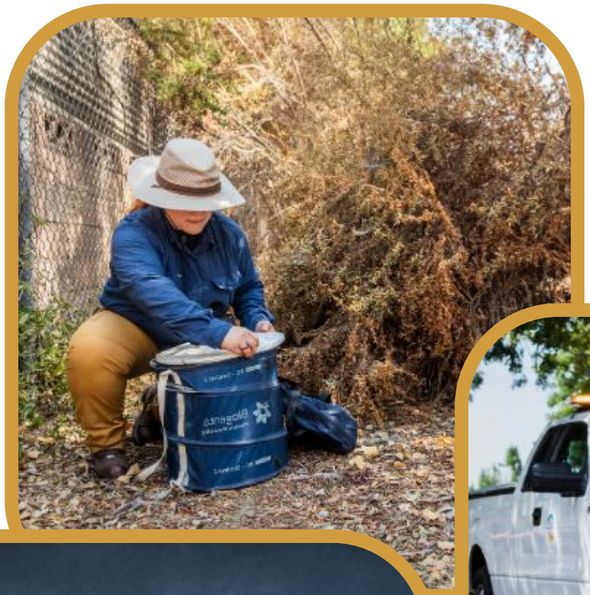


- The District was formed through a public process and is governed by a Board of Trustees representing the community.
- Received the CSDA District Transparency Certificate of Excellence in 2023.
- Authorized through the CA Health and Safety Code and funded through a benefit assessment - **$20 per year, per parcel.**

San Gabriel Valley
Mosquito & Vector
Control District

Vector Control in the SGV

- Services 26 cities & unincorporated areas in Los Angeles County
- Encompassing 287 Sq. miles
- Providing service to nearly 2 million residents
- Services are at no additional cost







San Gabriel Valley Mosquito & Vector Control District



MOSQUITO TRAPPING



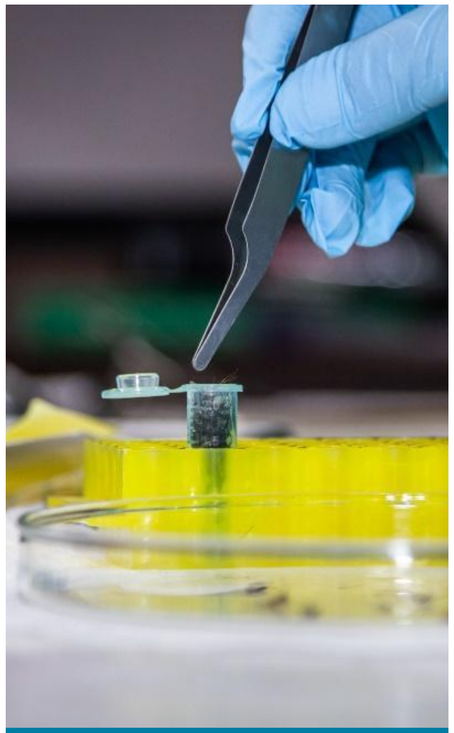
DISEASE SURVEILLANCE



DEAD BIRD COLLECTION



INSECT IDENTIFICATION



MOSQUITO TESTING

SURVEILLANCE

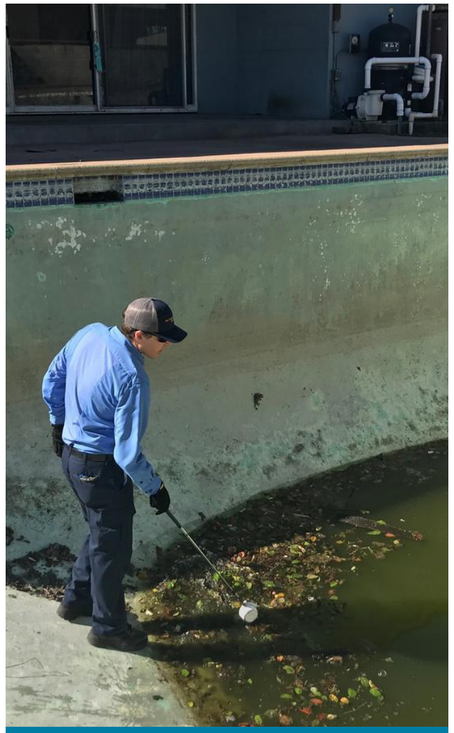
San Gabriel Valley Mosquito & Vector Control District



COMMUNITY SOURCES



RESIDENTIAL CONSULTATION



GREEN SWIMMING POOLS



UNDERGROUND STORM DRAINS



BLACK FLY CONTROL

OPERATIONS - LARVAL CONTROL

San Gabriel Valley Mosquito & Vector Control District



PUBLIC INFORMATION

- Presentations
- Town Halls
- Social Media



OUTREACH

- Community Events
- Door-to-door
- Seasonal Campaigns



EDUCATION

- In-Class Programs
- Community Science
- Summer Programs

COMMUNICATIONS

San Gabriel Valley Mosquito & Vector Control District



VECTOR DISEASE RESPONSE

- Enhanced Surveillance
- Enhanced Operations
- Enhanced Outreach



HUMAN DISEASE RESPONSE

- Public Health Department Collaboration
- Enhanced Door-To-Door Inspections
- Enhanced Public Education and Alerts



ENVIRONMENTAL DISASTER

- Enhanced surveillance
- Rapid-response operations
- Established interagency

EMERGENCY RESPONSE

San Gabriel Valley Mosquito & Vector Control District

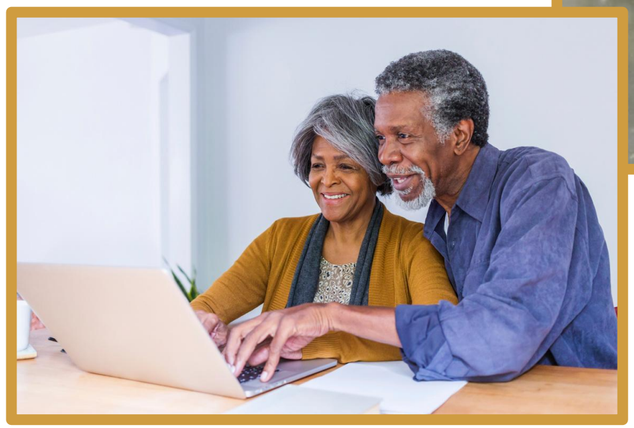
Our Services

Mosquito control is a shared responsibility, but we're here when you need a helping hand.

1. Request Property Consultation
2. Request Mosquito Fish
3. Sign up for reports or alerts





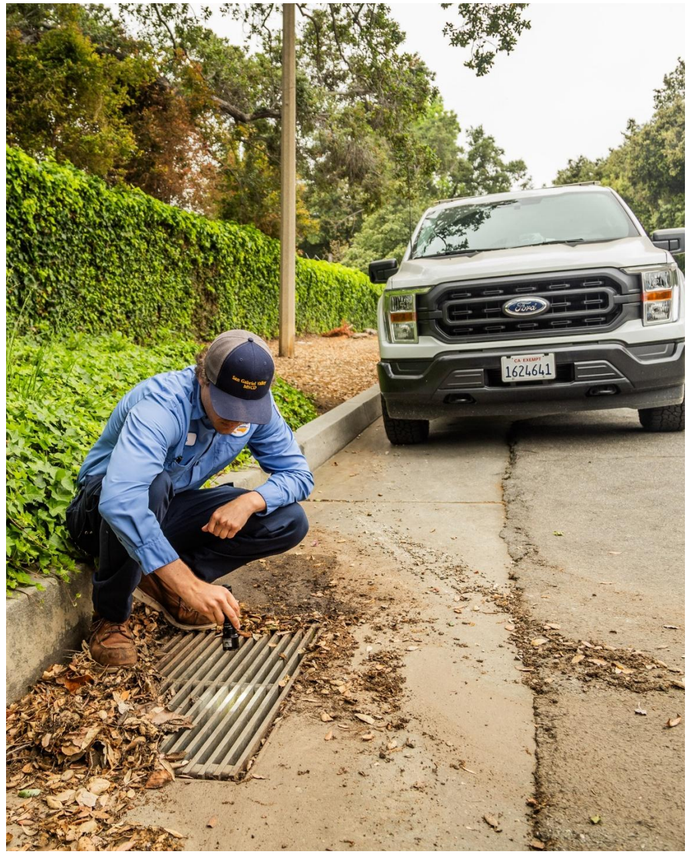


San Gabriel Valley Mosquito & Vector Control District

Beyond Routine Mosquito Control



Eaton Fire Burn Area: Emergency Mosquito Control



Local Dengue Activity: Surveillance & Mosquito Control



Innovative Mosquito Control Technology: Sterile Insect Technique

San Gabriel Valley Mosquito & Vector Control District

San Gabriel Valley
Mosquito & Vector
Control District

For More Information

SGVmosquito.org | @SGVmosquito

1145 N. Azusa Canyon Road, West Covina, CA 91790

(626) 814-9466



San Gabriel Valley
Mosquito & Vector
Control District

City Council Agenda Report

ITEM NO. 9

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 18, 2026 AND THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 8, 2026**

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 18, 2026 and the Special City Council meeting held on April 8, 2026.

Executive Summary
Attached for the City Council's consideration and approval are meeting minutes and hereby included as attachments to this staff report.

Background
The City Clerk's Division is responsible for producing meeting action minutes for the City Council meetings.

Analysis
The City Clerk prepares action minutes, which serve as the official written record of what actions the City Council took at a particular meeting, such as motions, votes, and direction, without including the detailed discussion. The purpose of meeting action minutes is to provide a clear and permanent record of Council actions for the public, staff, and legal purposes. The City Council adopts minutes from prior meetings to confirm that the record is accurate and complete. Even if a Councilmember was not present at the meeting, they may still vote to approve the minutes, since the minutes serve as the official record of the Council as a whole, not of individual attendance or opinions.

Fiscal Impact
Preparation of meeting minutes is included in the City Clerk's work plan as part of the FY 2025-2026 Adopted Budget.

Attachment:
Attachment No. 1 - March 18, 2026 - Regular Meeting Minutes
Attachment No. 2 - April 8, 2026 - Special Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
MARCH 18, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:11 p.m., on Wednesday, March 18, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Janet Braun
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ABSENT	None	
ALSO PRESENT	City Manager Todd Hileman	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present and a quorum was determined. Councilmember Braum led the assemblage in the Pledge of Allegiance.

PRESENTATIONS

1. **A PROCLAMATION DECLARING MARCH 2026 AS "AMERICAN RED CROSS MONTH" IN THE CITY OF SOUTH PASADENA**, was presented.

2. **A PROCLAMATION DECLARING MARCH 18, 2026, AS "NOWRUZ" (PERSIAN NEW YEAR) IN THE CITY OF SOUTH PASADENA** was presented.

CLOSED SESSION ANNOUNCEMENTS

3. CLOSED SESSION ANNOUNCEMENTS

The City Attorney reported that all items on the closed session agenda were heard with no reportable action.

PUBLIC COMMENT

4. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

Member of the public Angelo Gladding spoke remotely

CHANGES TO THE AGENDA

5. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

Mayor Rossi requested to hear Item No. 9 from the Consent Calendar after Item No. 2 under Presentations.

CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a Public Comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an Ordinance, or a Resolution shall also waive the reading of the Ordinance or Resolution and include its introduction or adoption as appropriate.

Motion by Councilmember Braun, seconded by Councilmember Cacciotti to approve the consent calendar, except Item Nos. 9 and 11, as amended by the add docs to Item 18. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $160,270.65; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,320,137.83; ONLINE PAYMENTS IN THE AMOUNT OF $ 94,354.60; VOIDS IN THE AMOUNT OF ($18,862.37); PAYROLL IN THE AMOUNT OF $ 1,195,998.54, was approved.

Recommendation

It is recommended that the City Council approve the Warrants as presented.

7. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 4, 2026, was approved.

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 4, 2026.

8. CONSIDERATION OF APPROVING THE MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS, approved.

Recommendation

It is recommended that the City Council approve Mayor's list of City Council Liaisons to the City's Commissions and the appointments to the Regional Group Appointments.

9. CONSIDERATION OF APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES, was approved.

Recommendation

It is recommended by Mayor Rossi that the City Council appoint the following residents to City Boards, Commissions, and Committees for a full-term ending on December 31, 2026:

1. Yifang "Batia" Lou to the Planning Commission as the Youth Commissioner.
2. Lauren Chang to the Library Board of Trustees as the Youth Commissioner.
3. Lorcan Swift to the Natural Resouces and Environmental Commission as the Youth Commissioner.
4. Luke Kwak to the Public Safety Commission as the Youth Commissioner.

Member of the public Angelo Gladding spoke to the item remotely.

Motion by Councilmember Cacciotti, seconded by Councilmember Primuth to approve the recommendation. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

10. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ECONOMIC DEVELOPMENT INITIATIVE IN THE AMOUNT OF $6,000,000 FOR REHABILITATION AND MODERNIZATION OF THE CROWELL FAMILY YMCA, was approved.

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Department of Housing and Urban Development's (HUD) Economic Development Initiative (EDI) in the amount of $6,000,000 to support rehabilitation and modernization of the Crowell Family YMCA, located at 1605 Garfield Avenue, South Pasadena;
b. Authorize the City Manager, in the event the grant application is selected and an award is offered, to return to City Council to present the terms of a Memorandum of Understanding between the City of South Pasadena and the YMCA of Metropolitan Los Angeles under which the City would serve as the grant fiduciary and the YMCA would serve as the project implementing entity; and
c. Provide additional direction, as appropriate

11. CONSIDERATION TO RATIFY THE CITY'S SUBMITAL OF A GRANT APPLICATION TO THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY'S FEDERAL ASSISTANCE- PRE DISASTER MITIGATION ACCOUNT IN THE AMOUNT OF $375,000 FOR A WILDFIRE RESILIENT URBAN FOREST MANAGEMENT PLAN AND ADOPT RESOLUTION NO. 7988 DEMONSTRATING SUPPORT FOR THE GRANT, was approved.

Recommendation

It is recommended that the City Council:

a. Ratify the City's submission of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Federal Emergency Management Agency's (FEMA) Pre Disaster Mitigation account, in the amount of $375,000 to develop a Wildfire Resilient Urban Forest Management Plan;
b. Approve the proposed Resolution No. 7988, demonstrating support for the grant and the development of a Wildfire Resilient Urban Forest Management Plan; and
c. Provide additional direction, as appropriate

Member of the public Angelo Gladding spoke to the item remotely.

Motion by Mayor Pro Tem Ferguson, seconded by Councilmember Cacciotti to approve the recommendation, as amended by the add docs to the item. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	None

12. CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION TO LOWE'S COMMUNITY IMPACT GRANT PROGRAM IN THE AMOUNT OF $1,700,000 FOR IMPROVEMENTS TO THE POLICE DEPARTMENT AND FIRE DEPARTMENT PUBLIC SAFETY FACILITIES, was approved.

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Lowe's community Impact Grant Program, in the amount of $1,700,000 to support improvements to the Police Department and Fire Department public safety facilities;
b. Authorize staff to pursue grant funding for a project to expand the Police Department locker room and Fire Department dormitory facilities to include dedicated accommodations for female personnel; and
c. Provide direction, as appropriate.

13. CONSIDERATION TO APPROVE THE RENEWAL OF THE SUBSCRIPTION AGREEMENT WITH DEBTBOOK FOR DEBT MANAGEMENT AND CONTINUING DISCLOSURE COMPLIANCE SOFTWARE SERVICES FOR THREE ADDITIONAL YEARS AND WAIVE COMPETITIVE BIDDING AS SET FORTH IN SOUTH PASADENA MUNICIPAL CODE SECTION 2.99-29(9)(D), was approved.

Recommendation

It is recommended that the City Council:

a. Waive the formal bidding requirements for the purchase pursuant to Municipal Code Section 2.99-29(9)(d) and the City's Purchasing Policy;
b. Approve the renewal of the subscription agreement with DebtBook for three additional years through April 2029; and
c. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

14. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE IN THE AMOUNT OF $1,100,000 FOR THE MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE RESILIENCY AND EXPANSION PROJECT, INCLUSIVE OF THE PURCHASE OF AN EV ARC SOLAR POWERED SOLUTION, was approved.

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Mobile Source Air Pollution Reduction Review Committee, in the amount of $1,100,000 to support the City's electric vehicle charging infrastructure, including the purchase of an EV ARC solar-powered solution; and
b. Authorize staff to pursue grant funding for a project to support the City's electric vehicle charging infrastructure, and the acquisition of solar-powered charging equipment; and
c. Provide direction, as appropriate.

15. CONSIDERATION OF APPROVAL OF AN AMENDED SUBDIVISION IMPROVEMENT AGREEMENT WITH FSM SOPAS, LLC INCLUDING THE AMENDED PERFORMANCE AND LABOR/MATERIALS BONDS FOR PUBLIC IMPROVEMENTS FOR THE 1020 EL CENTRO SUBDIVISION FINAL MAP 84122, was approved.

Recommendation

It is recommended that the City Council:

a. Approve an amended Subdivision Improvement Agreement, in the final form negotiated and approved by the City Attorney and City Manager;
b. Accept the amended performance and labor/material bonds for public improvements as part of Final Map No. 84122 for 1020 El Centro Street, for Phase I and Phase 2, as part of the amended agreement; and
c. Authorize the City Manager to execute the amended Subdivision Improvement Agreement as finalized.

16. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A TASK ORDER WITH NINYO & MOORE FOR GEOTECHNICAL AND MATERIALS TESTING SERVICES RELATED TO THE FISCAL YEAR 19-20 STREET IMPROVEMENT PROJECT, FOR A NEW TOTAL CONTRACT AMOUNT OF $53,046, was approved.

Recommendation

It is recommended that the City Council approve an amendment (Attachment 1) to the Task Order with Ninyo & Moore to provide geotechnical and material testing services related to the Fiscal Year (FY) 19-20 Street Improvement Project for a new not to exceed total of $53,046.

17. CONSIDERATION TO ADOPT RESOLUTION NO. 7989 TO ADD ONE (1) FULL-TIME FILM LIAISON POSITION AND RECLASSIFY THE DEPUTY COMMUNITY SERVICES DIRECTOR TO CUSTOMER SOLUTIONS MANAGER, was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 7989 to add one (1) new full-time Film Liaison position to the budget and approve the reclassification of the Deputy Community Services Director to Customer Solutions Manager.

18. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7990 TO APPROVE ADDITIONAL CITY COUNCIL PRIORITIES, was adopted.

Recommendation

It is recommended that the City Council adopt Resolution No. 7990, formally adopting the additional City Council priorities, as identified at the February 25, 2026, City Council Study Session.

ACTION/DISCUSSION

19. DISCUSSION AND DIRECTION REGARDING DRAFT ZONING CODE AMENDMENTS RELATED TO COMMUNITY MEETING REQUIREMENTS AND CONDITIONAL USE PERMIT REVIEW AUTHORITY FOR ALCOHOLIC BEVERAGE SALES AND LIVE ENTERTAINMENT USES

Recommendation

It is recommended that the City Council:

a. Receive and discuss the draft ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code related to community meeting requirements and Conditional Use Permit (CUP) review authority for alcoholic beverage sales and live entertainment;
b. Provide policy direction regarding the structure and requirements for community meetings, including notification radius, meeting format, and applicability;
c. Provide policy direction regarding whether Conditional Use Permits involving alcoholic beverage sales should be reviewed and approved by the City Council rather than the Planning Commission;
d. Provide direction regarding whether Conditional Use Permits involving live entertainment uses should be reviewed and approved by the City Council rather than the Planning Commission; and
e. Direct staff to return with a finalized ordinance incorporating City Council direction.

No members of the public spoke to the item.

Questions asked and answered of staff included clarification on (1) how the current CUP process works for alcohol and live entertainment (who has final authority now, how appeals or call-ups to Council work, and whether Council currently sees these items at all); (2) how many community meetings should be required (one vs. two), what format they should take (in-person, virtual, or required hybrid), when they should occur in relation to application submittal, and what notification radius (500 ft vs. 1,000 ft, and how that compares to the existing 300-ft hearing notice) should apply; (3) whether and how to distinguish between alcohol-primary uses (bars, pubs, breweries/distilleries) and ordinary restaurants serving alcohol, and between primary-use live entertainment venues and restaurants with accessory entertainment, including how often entertainment can occur before it effectively changes the primary use; and (4) whether late-night operations without alcohol or live entertainment should ever fall under Council review, how accessory entertainment AUPs can be elevated to the Planning Commission, and how revocation would work if an approved restaurant later operates as a de facto live venue.

Council directed staff to draft zoning code amendments that (1) require one hybrid (in-person + virtual) community meeting for covered discretionary projects after application submittal, with 500-foot mailed notice (extendable to end of block) and applicant-run meetings whose records become part of the official file; (2) exclude ministerial housing projects from these requirements; and (3) revise conditional use permit procedures so that the Planning Commission holds the initial hearing and makes a recommendation, and the

City Council takes final action on CUPs for alcohol-primary uses (e.g., bars, pubs, breweries/distilleries) and **primary-use live entertainment venues, while accessory entertainment associated with restaurants continues to be processed administratively by the Community Development Director, with discretion to elevate applications and the ability to revoke if operations change. The draft ordinance is to be taken to the Planning Commission first, then returned to City Council for formal consideration.

20. CONSIDERATION TO DISCUSS AN UPDATED INFORMATIONAL REPORT ON THE CITY'S CONTRACTS WITH FLOCK GROUP INC., FOR THE AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM, THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED ALPR POLICY AND PROVIDE DIRECTION REGARDING CONTRACT OPTIONS FOR THE ALPR SYSTEM

Recommendation

It is recommended that the City Council review and discuss this updated informational report on the City's contracts with Flock Group Inc. dba Flock Safety and provide direction on next steps in relation to the Automated License Plate Reader system program and City's contracts with Flock Safety.

Members of the public Mike Ten, Eric Wirtschafter, Sam, Humaira, Yadi, Aidan, Linda L., Anthony L., and Greg spoke to the item in person. Members of the public Anne Bagasao, Bill Kelly, Angelo Gladding, Casey Dukes, Alexander Aquino, and Steven Lawrence spoke to the item remotely.

Questions asked and answered of staff included clarification (1) how long ALPR data must be retained for investigations, whether Flock can technically shorten the retention period (e.g., from 30 days to 15, 10, or even 3 minutes), and what period the police department recommends as a practical minimum; (2) the difference between the phase-one and phase-two camera deployments, including which locations cover ingress vs. egress and what incremental investigative benefit the added (phase-two) cameras—particularly those in the Monterey Hills—have provided; (3) how changing the retention period would affect public records act responses and what data the City actually holds vs. what remains only in Flock's rolling storage; (4) whether some or all of the phase-two cameras could be retained or repositioned for strategic coverage if that contract were canceled; (5) whether Flock would allow shorter-term or month-to-month renewal instead of a full year; and (6) what the process and timeline would be for **researching alternative ALPR vendors or a hybrid (two-vendor) model while maintaining necessary coverage and tools for the police department.

Discussion included but not limited balancing public safety benefits of ALPRs with data privacy, vendor trust, and legal risk, concerns specifically about Flock as a vendor; possible safety impacts of removing cameras, particularly phase-two egress and hills cameras; the need to reduce reliance on Flock and seek more privacy-protective alternatives; the incremental value of phase-two cameras; and the importance of staying connected to regional data-sharing networks, and the feasibility of switching vendors.

Motion by Councilmember Cacciotti, seconded by Councilmember Braun to approve Option A, directing staff to cancel the second (phase-two) Flock contract for 14 cameras so it expires without renewal (paying the removal cost), continue the first contract for 13 cameras for approximately five months with Police Department discretion to redeploy those cameras, and seek to reduce the ALPR data-retention period from 30 days to about 15 days (subject to contract amendment with Flock) while staff researches alternative ALPR vendors and hybrid/replacement options. The motion was approved by the following roll call vote:

AYES:	Councilmembers Braun, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	Councilmember Primuth
ABSENT:	None

PUBLIC COMMENT CONTINUED

21. CONTINUED PUBLIC COMMENT - GENERAL
(only if we did not complete the initial round of speakers at beginning of the meeting)

There was no continued public comment.

COMMUNICATIONS

22. There were no Councilmember Communications.

23. City Manager Todd Hileman announced that Melissa Snyder is new Director for Community Services.

ADJOURNMENT
On order of the Mayor, the City Council meeting adjourned at 9:51 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
APRIL 8, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 6:10 p.m., on Wednesday, April 8, 2026, at City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Jon Primuth
	Councilmember	Michael Cacciotti
ABSENT	Councilmember	Janet Braun
ALSO PRESENT	Assistant City Manager Nick Kimball	
	City Attorney Roxanne	
	Chief City Clerk Nikima Newsome	

All Councilmembers were present, except Councilmember Braun and a quorum was determined.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

The City Attorney reported that all items on the closed session agenda from the March 25, 2026, special meeting were heard with no reportable action. Matters from the April 8, 2026, special meeting were heard but not complete and Council would need to reconvene into closed session later in the evening to continue discussion.

CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a Public Comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate

consideration. Any motion relating to an Ordinance, or a Resolution shall also waive the reading of the Ordinance or Resolution and include its introduction or adoption as appropriate.

Motion by Mayor Pro Tem Ferguson, seconded by Councilmember Cacciotti to approve the consent calendar. The motion was approved by the following roll call vote:

AYES:	Councilmembers Primuth, Cacciotti, Mayor Pro Tem Ferguson, Mayor Rossi
NOES:	None
ABSENT:	Councilmember Braun

2. **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $231,918.32; GENERAL CITY WARRANTS IN THE AMOUNT OF $2,094,165.77; ONLINE PAYMENTS IN THE AMOUNT OF $ 111,717.39; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $2,175,766.49**

   Recommendation

   It is recommended that the City Council approve the Warrants as presented.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 6:12 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council Agenda Report

ITEM NO. 10

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Eduardo Lizarraga, Senior Management Analyst

SUBJECT: **CONSIDERATION TO RECEIVE AND FILE THE 2025 ANNUAL PROGRESS REPORT (APR) FOR THE GENERAL PLAN HOUSING ELEMENT**

Recommendation

It is recommended that the City Council receive and file the 2025 Annual Progress Report for the City of South Pasadena General Plan Housing Element.

Executive Summary

State law requires each jurisdiction to prepare an Annual Progress Report (APR) on the status and implementation of its General Plan Housing Element. The City submitted its 2025 APR by the April 1, 2026 deadline in accordance with the forms and definitions prescribed by the California Department of Housing and Community Development (HCD). This report summarizes the City's progress in implementing key Housing Element programs during the 2025 reporting period. The APR is included as Attachment No. 1.

Background

Since 1969, California law (Government Code Sections 65580–65598) has required local jurisdictions to plan for the housing needs of all income levels through adoption of a Housing Element as part of the General Plan. The Regional Housing Needs Assessment (RHNA) is a State-mandated process that assigns each jurisdiction a share of the region's projected housing need, categorized by income level, for a defined planning period. Jurisdictions are required to update their Housing Elements on an eight-year cycle to demonstrate how they will accommodate their assigned RHNA allocation.

California Government Code Section 65400 requires each jurisdiction to prepare and submit an APR on implementation of its Housing Element using forms and definitions prescribed by HCD. The APR must be submitted to HCD and the Governor's Office of Land Use and Climate Innovation (LCI) by April 1 of each year and reports on the prior calendar year.

The City submitted its 2025 Housing Element APR to HCD and LCI by the April 1, 2026 deadline. This report represents the fourth APR for the City's 6th Cycle Housing Element planning period (October 15, 2021 to October 15, 2029).

South Pasadena's RHNA allocation for the 6th Cycle planning period is as follows:

Income Category	Number of Units to be Produced
Extremely Low/ Very Low Income	757
Low Income	398
Moderate Income	334
Above Moderate	578
Total	**2,067**

Analysis
The purpose of the Housing Element APR is to document the City's progress in implementing Housing Element programs and meeting its RHNA allocation. To measure progress during the prior calendar year, the APR includes data on residential development activity, including applications, entitlements, building permits, and completed units, as well as updates on program implementation.

The data reflect activity for new residential units during the 2025 reporting period only and do not include projects submitted outside of this timeframe. Additionally, the APR does not include non-residential projects or residential work such as additions and interior remodels.

Housing Development Applications
Table A of the APR summarizes housing units and developments for which applications were submitted to the Planning Division during the 2025 reporting year. Applications include both discretionary entitlements and ministerial permits.

A total of 58 residential project applications were submitted, representing 58 above moderate-income units. Of these, 4 applications were for single-family detached homes and 54 were for Accessory Dwelling Units (ADUs). During the reporting period, 52 units were approved and none were denied; the remaining applications were pending as of December 31, 2025.

Units Issued Entitlements
The APR also includes data on residential units that were issued entitlements during the 2025 reporting year, categorized by unit type, tenure, and income level. In 2025, a total of 178 units received entitlements. Of these, 4 units were designated for very low-income households, 4 for low-income households, 8 for moderate-income households, and 162 for above moderate-income households. Additional detail by project is provided in Table A2 of Attachment No. 1.

Units Issued Building Permits
One of the primary measures of a jurisdiction's progress toward meeting its RHNA is the number of housing units issued permits during the reporting year, categorized by income level. The table below summarizes the City of South Pasadena's progress toward its 6th Cycle RHNA, including activity during the 2025 reporting year. This information is also provided in Table B of Attachment No. 1.

Income Level	RHNA Allocation	Projection Period (6/30/21 - 10/14/21)	2021	2022	2023	2024	2025	Total Units to Date	Total Remaining RHNA
Extremely Low/Very Low	757	-	-	-	-	-	-	-	**757**
Low	398	-	-	-	-	-	-	-	**398**
Moderate	334	-	-	-	-	-	-	-	**334**
Above Moderate	578	6	7	51	50	54	27	195	**383**
Total RHNA	**2,067**								
Total Units		**6**	**7**	**51**	**50**	**54**	**27**	**195**	**1,872**

From January 1 through December 31, 2025, the City issued building permits for 27 units. Through the end of the reporting period, a total of 195 units have been permitted toward the City's RHNA allocation, all within the above moderate-income category. Lower-income RHNA categories remain unmet; however, several projects currently in the development pipeline are anticipated to deliver deed-restricted affordable units in future reporting periods.

Summary of Building Activity by Structure Type
The following table, found in the Summary sheet of the APR, provides a summary of entitled, permitted, and completed units by structure type during the 2025 reporting year.

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	2	1	0
2 to 4 Units	0	0	0
5+ Units	131	0	0
ADU	45	26	17
Mobile/manufactured Home	0	0	0
Total	**178**	**27**	**17**

As shown in the table above, most entitled units were in multifamily developments with five or more units, followed by ADUs. Nearly all units permitted and completed in South Pasadena during the 2025 reporting year were ADUs.

Housing Element Programs
In addition to tracking units produced and in the development pipeline, the APR summarizes the City's progress in implementing the many programs contained in the adopted Housing Element. Table D in Attachment No. 1 provides an overview of each program, including its

objective, implementation status, and actions undertaken during the 2025 reporting period.

During the reporting year, program implementation focused on maintaining compliance with State requirements and supporting affordable housing production. Following voter approval of Measure SP in 2024, the City adopted updates to the General Plan, Housing Element, and Zoning Code in August 2025 to establish revised height and development standards; these updates are currently under review by HCD. The City continued to advance a proposed 100% affordable senior housing project at 1503-1507 El Centro Street and maintained coordination with Caltrans regarding the pending acquisition of 12 unoccupied surplus properties, building on prior efforts that have generated funding for affordable housing. Additionally, the City facilitated projects in the development pipeline that collectively will contribute at least 85 affordable units.

Supplement to the APR Related to the Purchase and Sale of the Former Caltrans Surplus Properties
Government Code Section 54239.6(b)(9) requires the City to include information about surplus residential properties, formerly owned by Caltrans and later purchased and sold by the City, as a supplement to its APR. A supplement to the 2025 APR containing information required by the statute was also submitted to HCD. An excerpt from this supplement is provided as Attachment No. 2.

Fiscal Impact
There are no fiscal impacts associated with receiving and filing this report.

Attachment:
Attachment No. 1 - 2025 Housing Element Annual Progress Report (APR)
Attachment No. 2 - Excerpt from 2025 APR Supplement Related to Former Caltrans Surplus Properties

2025 Housing Element APR Summary

Jurisdiction	South Pasadena	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		27
Total Units		**27**

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	2	1	0
2 to 4 units per structure	0	0	0
5+ units per structure	131	0	0
Accessory Dwelling Unit	45	26	17
Mobile/Manufactured Home	0	0	0
Total	**178**	**27**	**17**

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	27	27
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	58
Number of Proposed Units in All Applications Received:	58
Total Housing Units Approved:	52
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	54	54
Discretionary	4	4

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	47
Sites Rezoned to Accommodate the RHNA	718

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes											Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5										6	7	8	9	10	11		12	13	14
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	0	0	0	58	58	52	0						
	5308024034	1903 Hanscom Dr	SFD	PLR25-0004	SFD	O	3/6/2025											1	1	1		NONE	No	No	No	Approved	Discretionary	
	5310018025	2011 Cambridge Pl	SFD	PLR25-0006	SFD	O	7/3/2025											1	1	1		NONE	No	No	No	Approved	Discretionary	Existing SFD on the site v
	5308032044	133 Peterson Ave	SFD	PLR25-0008	SFD	O	9/24/2025											1	1			NONE	No	No	No	Pending	Discretionary	Awaiting applicant resubn
	5308032045	133 Peterson Ave	SFD	PLR25-0009	SFD	O	9/24/2025											1	1			NONE	No	No	No	Pending	Discretionary	Awaiting applicant resubn
	5320012036	2060 Primrose Ave	ADU	ADU25-0001	ADU	R	1/2/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5313015013	1020 Adelaine Ave	ADU	ADU25-0002	ADU	R	1/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5313003028	636 Forest Ave	ADU	ADU25-0003	ADU	R	1/13/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318017006	1732 Virginia Pl	ADU	ADU25-0004	ADU	R	2/3/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320027003	1505 Milan Ave	ADU	ADU25-0005	ADU	R	2/6/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5319031006	1555 Diamond Ave	ADU	ADU25-0006	ADU	R	2/10/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315005061	1117 Fremont Ave	ADU	ADU25-0007	ADU	R	2/12/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5321010003	1716 Wayne Ave	ADU	ADU25-0008	ADU	R	2/18/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5313007061	704 El Centro St	ADU	ADU25-0009	ADU	R	2/20/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5317034002	1505 Ramona Ave	ADU	ADU25-0010	ADU	R	2/26/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315015037	1113 Meridian Ave	ADU	ADU25-0011	ADU	R	3/3/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5317038004	405 Hermosa Pl	ADU	ADU25-0012	ADU	R	3/6/2025											1	1			NONE	No	No	No	Pending	Ministerial	Awaiting applicant resubn
	5320028012	1212 Milan Ave	ADU	ADU25-0013	ADU	R	3/13/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318011026	808 Milan Ave	ADU	ADU25-0014	ADU	R	3/17/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5319013037	1406 Alhambra Rd	ADU	ADU25-0015	ADU	R	3/19/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320010027	1938 La France Ave	ADU	ADU25-0016	ADU	R	3/24/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320012003	2063 La France Ave	ADU	ADU25-0017	ADU	R	3/24/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320008006	1719 Marengo Ave	ADU	ADU25-0018	ADU	R	4/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320022005	1831 Laurel St	ADU	ADU25-0019	ADU	R	4/14/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5324024003	1915 Mill Rd	ADU	ADU25-0020	ADU	R	4/14/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320012025	2016 Primrose Ave	ADU	ADU25-0021	ADU	R	4/22/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5321010009	1628 Wayne Ave	ADU	ADU25-0022	ADU	R	4/28/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315019033	805 El Centro St	ADU	ADU25-0023	ADU	R	5/1/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5310016008	2032 Maycrest Ave	ADU	ADU25-0024	ADU	R	5/5/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315013049	1008 Hope St	ADU	ADU25-0025	ADU	R	5/6/2025											1	1			NONE	No	No	No	Withdrawn	Ministerial	Applicant withdrew applic
	5320001011	1629 Monterey Rd	ADU	ADU25-0026	ADU	R	5/6/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320008010	1711 Laurel St	ADU	ADU25-0027	ADU	R	5/8/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320002011	1700 Lyndon St	ADU	ADU25-0028	ADU	R	5/13/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318018023	1102 Stratford Ave	ADU	ADU25-0029	ADU	R	5/22/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5321019020	1804 Olive Ave	ADU	ADU25-0030	ADU	R	6/3/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5317042004	539 Grand Ave	ADU	ADU25-0031	ADU	R	6/5/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5319021019	1812 Diamond Ave	ADU	ADU25-0032	ADU	R	6/23/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5319023019	1608 Ramona Ave	ADU	ADU25-0033	ADU	R	6/25/2025											1	1			NONE	No	No	No	Pending	Ministerial	Awaiting applicant resubn
	5320008029	1700 Spruce St	ADU	ADU25-0034	ADU	R	6/30/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315005055	1110 Windsor Pl	ADU	ADU25-0035	ADU	R	7/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315005039	1107 Windsor Pl	ADU	ADU25-0036	ADU	R	7/17/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5311008026	289 St Albans Ave	ADU	ADU25-0037	ADU	R	7/21/2025											1	1			NONE	No	No	No	Approved	Ministerial	
	5310031024	1707 Meridian Ave	ADU	ADU25-0039	ADU	R	8/19/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315018066	809 Orange Grove Pl	ADU	ADU25-0040	ADU	R	8/20/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5317042014	516 Arroyo Dr	ADU	ADU25-0041	ADU	R	8/19/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5321010027	1717 Camden Ave	ADU	ADU25-0042	ADU	R	8/28/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes											Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4					5						6	7	8	9	10	11		12	13	14
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L2	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	0	0	0	58	58	52	0						
	5320029006	1921 Edgewood Dr	ADU	ADU25-0043	ADU	R	8/27/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5313006023	811 Adelaine Ave	ADU	ADU25-0044	ADU	R	9/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5321008039	1625 Wayne Ave	ADU	ADU25-0045	ADU	R	9/10/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5317012034	225 Fremont Ave	ADU	ADU25-0046	ADU	R	10/17/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320017021	1973 Stratford Ave	ADU	ADU25-0047	ADU	R	10/20/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5315012022	607 Fairview Ave	ADU	ADU25-0048	ADU	R	11/12/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318016032	1119 Brent Ave	ADU	ADU25-0049	ADU	R	11/17/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5311005015	243 Los Laureles St	ADU	ADU25-0050	ADU	R	11/14/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318012025	839 Milan Ave	ADU	ADU25-0051	ADU	R	12/1/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5313012022	401 El Centro St	ADU	ADU25-0052	ADU	R	12/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5320012037	2064 Primrose Ave	ADU	ADU25-0053	ADU	R	12/9/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5318011029	805 Montrose Ave	ADU	ADU25-0054	ADU	R	12/17/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	
	5310034011	1941 Meridian Ave	ADU	ADU25-0055	ADU	R	12/23/2025											1	1	1		NONE	No	No	No	Approved	Ministerial	

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement												
1					2	3	4											5	6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low- Income Deed Restricted	Extremely Low- Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	0	0	0	4	0	4	0	8	0	162		178
	5311010040	260 SAINT ALBANS AVE		BLD23-0012	SFD	O													0
	5319017003	1354 ELM PARK ST		BLD25-0088	ADU	O													0
	5321011002	1806 WAYNE AVE		BLD24-0214	ADU	O													0
	5313003028	636 FOREST AVE	ADU25-0003	BLD25-0082	ADU	O											1	1/16/2025	1
	5311017002	1200 BLAIR AVE		BLD23-0388	ADU	O													0
	5319033016	1718 MERIDIAN AVE		BLD25-0026	ADU	O													0
	5319033017	1714 MERIDIAN AVE		BLD25-0025	ADU	O													0
	5319033018	1708 MERIDIAN AVE		BLD25-0024	ADU	O													0
	5320014020	2007 STRATFORD AVE		BLD24-0503	ADU	O													0
	5320032016	1969 FLETCHER AVE		BLD24-0341	ADU	O													0
	5320021018	1812 MARENGO AVE		BLD24-0076	ADU	O													0
	5320011021	1958 PRIMROSE AVE		BLD24-0377	ADU	O													0
	5317037012	533 ORANGE GROVE AVE		BLD25-0079	ADU	O													0
	5308002053	1821 LA MANZANITA ST		BLD24-0203	ADU	O													0
	5320016021	1800 ALHAMBRA RD		BLD23-0359	ADU	O													0
	5319037001	1170 HUNTINGTON DR		BLD24-0067	ADU	O													0
	5319022015	1205 OAK ST		BLD24-0500	ADU	O													0
	5320005018	1725 BANK ST		BLD24-0322	ADU	O													0
	5324019018	1926 MILL RD		BLD23-0074	ADU	O													0
	5308032040	111 PETERSON AVE		BLD24-0440	ADU	O													0
	5319038017	2038 MERIDIAN AVE		BLD24-0405	ADU	O													0
	5319038017	2038 MERIDIAN AVE		BLD24-0404	ADU	O													0
	5319037008	2028 MERIDIAN AVE		BLD24-0399	ADU	O													0
	5319037008	2028 MERIDIAN AVE		BLD24-0398	ADU	O													0
	5320026030	1209 MILAN AVE		BLD24-0424	ADU	O													0
	5317034010	425 PROSPECT CIR		BLD24-0328	ADU	O													0
	5320032013	1957 FLETCHER AVE		BLD23-0026	ADU	O													0
	5319013022	2013 FAIR OAKS AVE		BLD24-0360	ADU	O													0
	5310029017	1800 GILLETTE CRESCENT		BLD24-0335	ADU	O													0
	5318011017	815 MONTROSE AVE		BLD23-0022	ADU	O													0
	5320008013	1648 SPRUCE ST		BLD23-0045	ADU	O													0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement												
1					2	3	4											5	6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low- Income Deed Restricted	Extremely Low- Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	0	0	0	4	0	4	0	8	0	162		178
	5320013002	1640 ALHAMBRA, #1/2		BLD23-0188	ADU	O													0
	5310015020	2021 MAYCREST AVE		BLD24-0210	ADU	O													0
	5317043025	501 GRAND AVE		BLD24-0004	ADU	O													0
	5315001043	1418 MAGNOLIA ST		BLD23-0128	ADU	O													0
	5320008014	1640 SPRUCE ST		BLD23-0052	ADU	O													0
	5320014025	2027 STRATFORD AVE		BLD23-0259	ADU	O													0
	5317017031	224 OAKLAWN AVE		BLD23-0270	ADU	O													0
	5313014012	1023 ADELAINE AVE		BLD23-0271	ADU	O													0
	5320022013	1718 MARENGO AVE		BLD23-0148	ADU	O													0
	5312016027	4966 COLLIS AVE		BLD23-0374	ADU	O													0
	5321018007	1813 OLIVE AVE		BLD24-0286	ADU	O													0
	5319031008	1563 DIAMOND AVE		BLD24-0155	ADU	O													0
	5318006006	839 STRATFORD AVE		BLD24-0159	ADU	O													0
	5308023019	1931 Hanscom Dr		PLR24-0009	SFD	O											1	6/11/2025	1
	5308023019	1931 Hanscom Dr		PLR24-0009	ADU	R											1	6/11/2025	1
	5308024034	1903 Hanscom Dr		PLR25-0004	SFD	O											1	8/12/2025	1
	5315009051	815 Fremont Ave		PLR24-0007	5+	O									8		48	9/18/2025	56
	5315008043; 5315008045	1101 & 1115 Mission St		DRX24-0019	5+	R					4		4				67	10/24/2025	75
	5320011028	1930 Primrose Ave		ADU24-0044	ADU	R											1	5/15/2025	1
	5311009016	317 Alta Vista Ave		ADU24-0048	ADU	R											1	5/5/2025	1
	5320012036	2060 Primrose Ave		ADU25-0001	ADU	R											1	2/24/2025	1
	5313015013	1020 Adelaine Ave		ADU25-0002	ADU	R											1	5/29/2025	1
	5318017006	1732 Virginia Pl		ADU25-0004	ADU	R											1	5/6/2025	1
	5320027003	1505 Milan Ave		ADU25-0005	ADU	R											1	2/25/2025	1
	5319031006	1555 Diamond Ave		ADU25-0006	ADU	R											1	2/11/2025	1
	5315005061	1117 Fremont Ave		ADU25-0007	ADU	R											1	2/27/2025	1
	5321010003	1716 Wayne Ave		ADU25-0008	ADU	R											1	3/10/2025	1
	5313007061	704 El Centro St		ADU25-0009	ADU	R											1	3/6/2025	1
	5317034002	1505 Ramona Ave		ADU25-0010	ADU	R											1	3/11/2025	1
	5315015037	1113 Meridian Ave		ADU25-0011	ADU	R											1	3/25/2025	1
	5320028012	1212 Milan Ave		ADU25-0013	ADU	R											1	4/2/2025	1
	5318011026	808 Milan Ave		ADU25-0014	ADU	R											1	3/31/2025	1
	5319013037	1406 Alhambra Rd		ADU25-0015	ADU	R											1	9/9/2025	1
	5320010027	1938 La France Ave		ADU25-0016	ADU	R											1	3/26/2025	1
	5320012003	2063 La France Ave		ADU25-0017	ADU	R											1	3/27/2025	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement												
1					2	3	4										5	6	
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low- Income Deed Restricted	Extremely Low- Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	0	0	0	4	0	4	0	8	0	162		178
	5320008006	1719 Marengo Ave		ADU25-0018	ADU	R											1	4/29/2025	1
	5320022005	1831 Laurel St		ADU25-0019	ADU	R											1	4/22/2025	1
	5324024003	1915 Mill Rd		ADU25-0020	ADU	R											1	4/30/2025	1
	5320012025	2016 Primrose Ave		ADU25-0021	ADU	R											1	6/3/2025	1
	5321010009	1628 Wayne Ave		ADU25-0022	ADU	R											1	6/5/2025	1
	5315019033	805 El Centro St		ADU25-0023	ADU	R											1	5/5/2025	1
	5310016008	2032 Maycrest Ave		ADU25-0024	ADU	R											1	5/6/2025	1
	5320001011	1629 Monterey Rd		ADU25-0026	ADU	R											1	6/24/2025	1
	5320008010	1711 Laurel St		ADU25-0027	ADU	R											1	5/20/2025	1
	5320002011	1700 Lyndon St		ADU25-0028	ADU	R											1	9/10/2025	1
	5318018023	1102 Stratford Ave		ADU25-0029	ADU	R											1	12/18/2025	1
	5321019020	1804 Olive Ave		ADU25-0030	ADU	R											1	1/30/2026	1
	5317042004	539 Grand Ave		ADU25-0031	ADU	R											1	6/10/2025	1
	5319021019	1812 Diamond Ave		ADU25-0032	ADU	R											1	7/28/2025	1
	5320008029	1700 Spruce St		ADU25-0034	ADU	R											1	7/22/2025	1
	5315005055	1110 Windsor Pl		ADU25-0035	ADU	R											1	7/17/2025	1
	5315005039	1107 Windsor Pl		ADU25-0036	ADU	R											1	11/13/2025	1
	5311008026	289 St Albans Ave		ADU25-0037	ADU	R											1	2/11/2026	1
	5310031024	1707 Meridian Ave		ADU25-0039	ADU	R											1	12/2/2025	1
	5315018066	809 Orange Grove Pl		ADU25-0040	ADU	R											1	3/4/2026	1
	5317042014	516 Arroyo Dr		ADU25-0041	ADU	R											1	9/11/2025	1
	5321010027	1717 Camden Ave		ADU25-0042	ADU	R											1	9/23/2025	1
	5320029006	1921 Edgewood Dr		ADU25-0043	ADU	R											1	10/13/2025	1
	5313006023	811 Adelaine Ave		ADU25-0044	ADU	R											1	10/14/2025	1
	5321008039	1625 Wayne Ave		ADU25-0045	ADU	R											1	9/11/2025	1
	5317012034	225 Fremont Ave		ADU25-0046	ADU	R											1	10/17/2025	1
	5320017021	1973 Stratford Ave		ADU25-0047	ADU	R											1	11/24/2025	1
	5315012022	607 Fairview Ave		ADU25-0048	ADU	R											1	1/20/2026	1
	5318016032	1119 Brent Ave		ADU25-0049	ADU	R											1	2/10/2026	1
	5311005015	243 Los Laureles St		ADU25-0050	ADU	R											1	12/18/2025	1
	5318012025	839 Milan Ave		ADU25-0051	ADU	R											1	1/13/2026	1
	5313012022	401 El Centro St		ADU25-0052	ADU	R											1	2/25/2026	1
	5320012037	2064 Primrose Ave		ADU25-0053	ADU	R											1	12/9/2025	1
	5318011029	805 Montrose Ave		ADU25-0054	ADU	R											1	2/12/2026	1
	5310034011	1941 Meridian Ave		ADU25-0055	ADU	R											1	1/29/2026	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier										
									8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27		27
5311010040	260 SAINT ALBANS AVE							1	6/24/2025	1
5319017003	1354 ELM PARK ST							1	5/27/2025	1
5321011002	1806 WAYNE AVE							1	5/8/2025	1
5313003028	636 FOREST AVE	ADU25-0003						1	4/29/2025	1
5311017002	1200 BLAIR AVE							1	4/29/2025	1
5319033016	1718 MERIDIAN AVE							1	4/22/2025	1
5319033017	1714 MERIDIAN AVE							1	4/22/2025	1
5319033018	1708 MERIDIAN AVE							1	4/22/2025	1
5320014020	2007 STRATFORD AVE							1	4/22/2025	1
5320032016	1969 FLETCHER AVE							1	4/15/2025	1
5320021018	1812 MARENGO AVE							1	4/3/2025	1
5320011021	1958 PRIMROSE AVE							1	3/26/2025	1
5317037012	533 ORANGE GROVE AVE							1	3/17/2025	1
5308002053	1821 LA MANZANITA ST							1	3/10/2025	1
5320016021	1800 ALHAMBRA RD							1	3/5/2025	1
5319037001	1170 HUNTINGTON DR							1	3/4/2025	1
5319022015	1205 OAK ST							1	2/20/2025	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier											
										8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27		27
5320005018	1725 BANK ST							1	2/20/2025	1
5324019018	1926 MILL RD							1	2/11/2025	1
5308032040	111 PETERSON AVE							1	2/3/2025	1
5319038017	2038 MERIDIAN AVE							1	2/3/2025	1
5319038017	2038 MERIDIAN AVE							1	2/3/2025	1
5319037008	2028 MERIDIAN AVE							1	2/3/2025	1
5319037008	2028 MERIDIAN AVE							1	2/3/2025	1
5320026030	1209 MILAN AVE							1	1/28/2025	1
5317034010	425 PROSPECT CIR							1	1/23/2025	1
5320032013	1957 FLETCHER AVE							1	1/22/2025	1
5319013022	2013 FAIR OAKS AVE									0
5310029017	1800 GILLETTE CRESCENT									0
5318011017	815 MONTROSE AVE									0
5320008013	1648 SPRUCE ST									0
5320013002	1640 ALHAMBRA, #1/2									0
5310015020	2021 MAYCREST AVE									0
5317043025	501 GRAND AVE									0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier											
										8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income		Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27			27
5315001043	1418 MAGNOLIA ST										0
5320008014	1640 SPRUCE ST										0
5320014025	2027 STRATFORD AVE										0
5317017031	224 OAKLAWN AVE										0
5313014012	1023 ADELAINE AVE										0
5320022013	1718 MARENGO AVE										0
5312016027	4966 COLLIS AVE										0
5321018007	1813 OLIVE AVE										0
5319031008	1563 DIAMOND AVE										0
5318006006	839 STRATFORD AVE										0
5308023019	1931 Hanscom Dr										0
5308023019	1931 Hanscom Dr										0
5308024034	1903 Hanscom Dr										0
5315009051	815 Fremont Ave										0
5315008043; 5315008045	1101 & 1115 Mission St										0
5320011028	1930 Primrose Ave										0
5311009016	317 Alta Vista Ave										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier											
										8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income		Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27			27
5320012036	2060 Primrose Ave										0
5313015013	1020 Adelaine Ave										0
5318017006	1732 Virginia Pl										0
5320027003	1505 Milan Ave										0
5319031006	1555 Diamond Ave										0
5315005061	1117 Fremont Ave										0
5321010003	1716 Wayne Ave										0
5313007061	704 El Centro St										0
5317034002	1505 Ramona Ave										0
5315015037	1113 Meridian Ave										0
5320028012	1212 Milan Ave										0
5318011026	808 Milan Ave										0
5319013037	1406 Alhambra Rd										0
5320010027	1938 La France Ave										0
5320012003	2063 La France Ave										0
5320008006	1719 Marengo Ave										0
5320022005	1831 Laurel St										0
5324024003	1915 Mill Rd										0
5320012025	2016 Primrose Ave										0
5321010009	1628 Wayne Ave										0
5315019033	805 El Centro St										0
5310016008	2032 Maycrest Ave										0
5320001011	1629 Monterey Rd										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier											
										8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income		Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27			27
5320008010	1711 Laurel St										0
5320002011	1700 Lyndon St										0
5318018023	1102 Stratford Ave										0
5321019020	1804 Olive Ave										0
5317042004	539 Grand Ave										0
5319021019	1812 Diamond Ave										0
5320008029	1700 Spruce St										0
5315005055	1110 Windsor Pl										0
5315005039	1107 Windsor Pl										0
5311008026	289 St Albans Ave										0
5310031024	1707 Meridian Ave										0
5315018066	809 Orange Grove Pl										0
5317042014	516 Arroyo Dr										0
5321010027	1717 Camden Ave										0
5320029006	1921 Edgewood Dr										0
5313006023	811 Adelaine Ave										0
5321008039	1625 Wayne Ave										0
5317012034	225 Fremont Ave										0
5320017021	1973 Stratford Ave										0
5315012022	607 Fairview Ave										0
5318016032	1119 Brent Ave										0
5311005015	243 Los Laureles St										0
5318012025	839 Milan Ave										0
5313012022	401 El Centro St										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier											
										8	9
Current APN	Street Address	Project Name+	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income		Building Permits Date Issued	# of Units Issued Building Permits
			0	0	0	0	0	27			27
5320012037	2064 Primrose Ave										0
5318011029	805 Montrose Ave										0
5310034011	1941 Meridian Ave										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier														Streamlining	Historic Sites	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
												11	12	13	14	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/ Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			0	0	0	0	0	0	0	0	0	17		17						0						
5311010040	260 SAINT ALBANS AVE													0	NONE	No										
5319017003	1354 ELM PARK ST													0	NONE	No										
5321011002	1806 WAYNE AVE													0	NONE	No										
5313003028	636 FOREST AVE	ADU25-0003												0	NONE	No										
5311017002	1200 BLAIR AVE													0	NONE	No										
5319033016	1718 MERIDIAN AVE													0	NONE	No										
5319033017	1714 MERIDIAN AVE													0	NONE	No										
5319033018	1708 MERIDIAN AVE													0	NONE	No										
5320014020	2007 STRATFORD AVE													0	NONE	No										
5320032016	1969 FLETCHER AVE													0	NONE	No										
5320021018	1812 MARENGO AVE													0	NONE	No										
5320011021	1958 PRIMROSE AVE													0	NONE	No										
5317037012	533 ORANGE GROVE AVE													0	NONE	No										
5308002053	1821 LA MANZANITA ST													0	NONE	No										
5320016021	1800 ALHAMBRA RD													0	NONE	No										
5319037001	1170 HUNTINGTON DR													0	NONE	No										
5319022015	1205 OAK ST													0	NONE	No										
5320005018	1725 BANK ST													0	NONE	No										
5324019018	1926 MILL RD													0	NONE	No										
5308032040	111 PETERSON AVE													0	NONE	No										
5319038017	2038 MERIDIAN AVE													0	NONE	No										
5319038017	2038 MERIDIAN AVE													0	NONE	No										
5319037008	2028 MERIDIAN AVE													0	NONE	No										
5319037008	2028 MERIDIAN AVE													0	NONE	No										
5320026030	1209 MILAN AVE													0	NONE	No										
5317034010	425 PROSPECT CIR													0	NONE	No										
5320032013	1957 FLETCHER AVE													0	NONE	No										
5319013022	2013 FAIR OAKS AVE											1	5/6/2025	1	NONE	No										
5310029017	1800 GILLETTE CRESCENT											1	9/22/2025	1	NONE	No										
5318011017	815 MONTROSE AVE											1	5/14/2025	1	NONE	No										
5320008013	1648 SPRUCE ST											1	4/3/2025	1	NONE	No										
5320013002	1640 ALHAMBRA, #1/2											1	11/4/2025	1	NONE	No										
5310015020	2021 MAYCREST AVE											1	7/23/2025	1	NONE	No										
5317043025	501 GRAND AVE											1	10/16/2025	1	NONE	No										
5315001043	1418 MAGNOLIA ST											1	5/29/2025	1	NONE	No										
5320008014	1640 SPRUCE ST											1	11/12/2025	1	NONE	No										
5320014025	2027 STRATFORD AVE											1	7/30/2025	1	NONE	No										
5317017031	224 OAKLAWN AVE											1	11/13/2025	1	NONE	No										
5313014012	1023 ADELAINE AVE											1	6/12/2025	1	NONE	No										
5320022013	1718 MARENGO AVE											1	2/11/2025	1	NONE	No										
5312016027	4966 COLLIS AVE											1	1/9/2025	1	NONE	No										
5321018007	1813 OLIVE AVE											1	10/21/2025	1	NONE	No										
5319031008	1563 DIAMOND AVE											1	6/4/2025	1	NONE	No										
5318006006	839 STRATFORD AVE											1	7/23/2025	1	NONE	No										
5308023019	1931 Hanscom Dr													0	NONE	No										
5308023019	1931 Hanscom Dr													0	NONE	No										
5308024034	1903 Hanscom Dr													0	NONE	No										
5315009051	815 Fremont Ave													0	NONE	No		DB						10.0%	6	Development Standards Modification	No
5315008043; 5315008045	1101 & 1115 Mission St													0	NONE	No		DB						50.0%	11	Development Standards Modification	No
5320011028	1930 Primrose Ave													0	NONE	No										
5311009016	317 Alta Vista Ave													0	NONE	No										
5320012036	2060 Primrose Ave													0	NONE	No										
5313015013	1020 Adelaine Ave													0	NONE	No										
5318017006	1732 Virginia Pl													0	NONE	No										
5320027003	1505 Milan Ave													0	NONE	No										
5319031006	1555 Diamond Ave													0	NONE	No										
5315005061	1117 Fremont Ave													0	NONE	No										
5321010003	1716 Wayne Ave													0	NONE	No										

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier															Streamlining	Historic Sites	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
												11	12	13	14	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/ Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			0	0	0	0	0	0	0	0	0	17		17							0						
5313007061	704 El Centro St													0	NONE	No											
5317034002	1505 Ramona Ave													0	NONE	No											
5315015037	1113 Meridian Ave													0	NONE	No											
5320028012	1212 Milan Ave													0	NONE	No											
5318011026	808 Milan Ave													0	NONE	No											
5319013037	1406 Alhambra Rd													0	NONE	No											
5320010027	1938 La France Ave													0	NONE	No											
5320012003	2063 La France Ave													0	NONE	No											
5320008006	1719 Marengo Ave													0	NONE	No											
5320022005	1831 Laurel St													0	NONE	No											
5324024003	1915 Mill Rd													0	NONE	No											
5320012025	2016 Primrose Ave													0	NONE	No											
5321010009	1628 Wayne Ave													0	NONE	No											
5315019033	805 El Centro St													0	NONE	No											
5310016008	2032 Maycrest Ave													0	NONE	No											
5320001011	1629 Monterey Rd													0	NONE	No											
5320008010	1711 Laurel St													0	NONE	No											
5320002011	1700 Lyndon St													0	NONE	No											
5318018023	1102 Stratford Ave													0	NONE	No											
5321019020	1804 Olive Ave													0	NONE	No											
5317042004	539 Grand Ave													0	NONE	No											
5319021019	1812 Diamond Ave													0	NONE	No											
5320008029	1700 Spruce St													0	NONE	No											
5315005055	1110 Windsor Pl													0	NONE	No											
5315005039	1107 Windsor Pl													0	NONE	No											
5311008026	289 St Albans Ave													0	NONE	No											
5310031024	1707 Meridian Ave													0	NONE	No											
5315018066	809 Orange Grove Pl													0	NONE	No											
5317042014	516 Arroyo Dr													0	NONE	No											
5321010027	1717 Camden Ave													0	NONE	No											
5320029006	1921 Edgewood Dr													0	NONE	No											
5313006023	811 Adelaine Ave													0	NONE	No											
5321008039	1625 Wayne Ave													0	NONE	No											
5317012034	225 Fremont Ave													0	NONE	No											
5320017021	1973 Stratford Ave													0	NONE	No											
5315012022	607 Fairview Ave													0	NONE	No											
5318016032	1119 Brent Ave													0	NONE	No											
5311005015	243 Los Laureles St													0	NONE	No											
5318012025	839 Milan Ave													0	NONE	No											
5313012022	401 El Centro St													0	NONE	No											
5320012037	2064 Primrose Ave													0	NONE	No											
5318011029	805 Montrose Ave													0	NONE	No											
5310034011	1941 Meridian Ave													0	NONE	No											

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Very Low	Deed Restricted	757	-	-	-	-	-	-	-	-	-	-	-	757
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	398	-	-	-	-	-	-	-	-	-	-	-	398
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	334	-	-	-	-	-	-	-	-	-	-	-	334
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		578	6	7	51	50	54	27	-	-	-	-	195	383
Total RHNA		2,067												
Total Units			6	7	51	50	54	27	-	-	-	-	195	1,872

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
    - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5311-003-096	PASADENA AVE / SYCAMORE AVE			8/20/2025		70			Shortfall of Sites	1.05	Business Park	MU Overlay		70	70	Vacant	Vacant
5308-002-070	HANSCOM DR. AT HILL DR.			8/20/2025				1	Shortfall of Sites	0.14	Low Density Residential	RS		6	1	Vacant	Vacant
5308-002-072	CAMINO DEL SOL AT LAS PALMITAS ST.			8/20/2025				2	Shortfall of Sites	0.22	Low Density Residential	RS		6	2	Vacant	Vacant
5308-019-034	ILLINOIS DR. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.1	Low Density Residential	RS		6	1	Vacant	Vacant
5308-020-027	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				2	Shortfall of Sites	0.29	Low Density Residential	RS		6	2	Vacant	Vacant
5308-021-012	HANSCOM DR. AT ILLINOIS AVE.			8/20/2025				1	Shortfall of Sites	0.13	Low Density Residential	RS		6	1	Vacant	Vacant
5308-022-002	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5308-022-003	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5308-022-042	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5314-003-083	699 MONTEREY ROAD			8/20/2025		30			Shortfall of Sites	6.65	Community Facilities	CF		30	30	Non-vacant	Educational/institutional/religious
5315-020-901	825 MISSION STREET			8/20/2025		47			Shortfall of Sites	0.71	Mixed Use Core	MUC		70	47	Non-vacant	Public facilities
5308-023-007	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5308-023-008	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5308-023-015	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5308-023-019	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5308-024-017	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5308-024-031	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				2	Shortfall of Sites	0.32	Low Density Residential	RS		6	2	Vacant	Vacant
5315-003-903	EL CENTRO ST / MOUND AVE			8/20/2025		14			Shortfall of Sites	0.18	Fair Oaks Corridor	FOC		90	14	Non-vacant	Parking
5315-003-904	EL CENTRO ST / MOUND AVE			8/20/2025		10			Shortfall of Sites	0.12	Fair Oaks Corridor	FOC		90	10	Non-vacant	Parking
5315-003-902	EL CENTRO ST / MOUND AVE			8/20/2025		10			Shortfall of Sites	0.12	Fair Oaks Corridor	FOC		90	10	Non-vacant	Commercial
5315-003-035	EL CENTRO ST / MOUND AVE			8/20/2025		15			Shortfall of Sites	0.19	Fair Oaks Corridor	FOC		90	15	Non-vacant	Residential
5311-010-076	185 MONTEREY RD			8/20/2025			7	44	Shortfall of Sites	1.25	Residential Medium	HO Overlay		70	51	Non-vacant	Residential
5308-024-033	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.14	Low Density Residential	RS		6	1	Vacant	Vacant
5315-001-070	FAIR OAKS / GREVELIA ST			8/20/2025				165	Shortfall of Sites	0.85	Fair Oaks Corridor	FOC		110	165	Non-vacant	Commercial
5315-001-072	625 FAIR OAKS AVE			8/20/2025					Shortfall of Sites	2.62	Fair Oaks Corridor	FOC		90		Non-vacant	Commercial
5315-002-061	704 MOUND AVE			8/20/2025		50			Shortfall of Sites	0.23	Fair Oaks Corridor	FOC		90	50	Non-vacant	Residential
5315-002-062	712 MOUND AVE			8/20/2025					Shortfall of Sites	0.23	Fair Oaks Corridor	FOC		90		Non-vacant	Residential
5315-008-043	1115 MISSION ST			8/20/2025		8		67	Shortfall of Sites	0.18	Mixed Use Core	MUC		70	75	Non-vacant	Commercial
5315-008-045	1101 MISSION ST			8/20/2025					Shortfall of Sites	0.53	Mixed Use Core	MUC		70		Non-vacant	Commercial
5315-008-047	MISSION ST / DIAMOND AVE			8/20/2025			19	89	Shortfall of Sites	1.9	Mixed Use Core	MUC		70	108	Non-vacant	Commercial
5315-009-051	815 FREMONT AVE			8/20/2025			9	47	Shortfall of Sites	0.81	Mixed Use Core	MUC		70	56	Non-vacant	Commercial
5315-019-045	830 ORANGE GROVE PL			8/20/2025					Shortfall of Sites	0.18	Residential Medium	MUC		70		Non-vacant	Commercial
5315-019-046	832 ORANGE GROVE PL			8/20/2025					Shortfall of Sites	0.18	Residential Medium	MUC		70		Non-vacant	Commercial
5315-019-048	845 EL CENTRO ST			8/20/2025				60	Shortfall of Sites	1.25	Mixed Use Core	MUC		70	60	Non-vacant	Commercial
5320-008-030	1612 SPRUCE ST			8/20/2025				4	Shortfall of Sites	0.4	Residential High	HO Overlay		70	4	Vacant	Vacant
5308-024-034	HANSCOM DR. AT ILLINOIS DR.			8/20/2025				2	Shortfall of Sites	0.25	Low Density Residential	RS		6	2	Vacant	Vacant
5308-031-001	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.1	Low Density Residential	RS		6	1	Vacant	Vacant
5308-031-039	PETERSON AVE. AT HANSCOM AVE.			8/20/2025				1	Shortfall of Sites	0.19	Low Density Residential	RS		6	1	Vacant	Vacant
5308-031-040	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.18	Low Density Residential	RS		6	1	Vacant	Vacant
5308-031-041	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.17	Low Density Residential	RS		6	1	Vacant	Vacant

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5308-031-042	PETERSON AVE. AT HANSCOM DR.			8/20/2025				2	Shortfall of Sites	0.2	Low Density Residential	RS		6	2	Vacant	Vacant
5308-031-053	PETERSON AVE. AT HANSCOM DR.			8/20/2025				3	Shortfall of Sites	0.72	Low Density Residential	RS		6	3	Vacant	Vacant
5308-032-006	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5308-032-012	HANSCOM DR. AT PETERSON AVE.			8/20/2025				1	Shortfall of Sites	0.13	Low Density Residential	RS		6	1	Vacant	Vacant
5308-032-044	PETERSON AVE. AT HANSCOM DR.			8/20/2025				1	Shortfall of Sites	0.1	Low Density Residential	RS		6	1	Vacant	Vacant
5310-018-025	CAMBRIDGE PL. AT VALLEY VIEW RD.			8/20/2025				1	Shortfall of Sites	0.17	Low Density Residential	RS		6	1	Vacant	Vacant
5310-022-006	BONITA DR. AT ONEONTA DR.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5310-026-010	ONEONTA DR. AT BONITA DR.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5310-026-011	ONEONTA DR. AT BONITA DR.			8/20/2025				1	Shortfall of Sites	0.15	Low Density Residential	RS		6	1	Vacant	Vacant
5310-034-030	BONITA DR. AT ONEONTA DR.			8/20/2025				1	Shortfall of Sites	0.14	Low Density Residential	RS		6	1	Vacant	Vacant
5311-006-013	SAINT ALBANS AVE. AT WARWICK AVE.			8/20/2025				1	Shortfall of Sites	0.15	Low Density Residential	RS		6	1	Vacant	Vacant
5311-006-024	BRUNSWICK AVE. AT KOLLE AVE.			8/20/2025				1	Shortfall of Sites	0.17	Low Density Residential	RS		6	1	Vacant	Vacant
5311-006-028	WARWICK PL. AT SOUTH LN.			8/20/2025				2	Shortfall of Sites	0.22	Low Density Residential	RS		6	2	Vacant	Vacant
5311-006-055	BRUNSWICK AVE. AT OAK HILL TERRACE			8/20/2025				2	Shortfall of Sites	0.37	Low Density Residential	RS		6	2	Vacant	Vacant
5311-006-057	OAK HILL AVE. AT PINECREST DR.			8/20/2025				2	Shortfall of Sites	0.25	Low Density Residential	RS		6	2	Vacant	Vacant
5311-006-900	BRUNSWICK AVE. AT SAINT ALBANS AVE.			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5311-007-019	KOLLE AVE. AT MONTEREY RD.			8/20/2025				1	Shortfall of Sites	0.17	Low Density Residential	RS		6	1	Vacant	Vacant
5311-008-033	SAINT ALBANS AVE. AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.14	Low Density Residential	RS		6	1	Vacant	Vacant
5311-008-039	SAINT ALBANS AVE. AT BLAIR AVE.			8/20/2025				2	Shortfall of Sites	0.21	Low Density Residential	RS		6	2	Vacant	Vacant
5311-009-055	CAMINO DEL CIELO AT SANTA TERESA			8/20/2025				1	Shortfall of Sites	0.15	Very Low Density Neighborhood	AM		1 unit per parcel	1	Vacant	Vacant
5311-010-028	SAINT ALBANS AVE AT BLAIR AVE.			8/20/2025				6	Shortfall of Sites	2.37	Very Low Density Neighborhood	RE		3.5	6	Vacant	Vacant
5311-010-029	SAINT ALBANS AVE AT BLAIR AVE.			8/20/2025				2	Shortfall of Sites	0.22	Very Low Density Neighborhood	RE		3.5	2	Vacant	Vacant
5311-010-030	SAINT ALBANS AVE AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.13	Very Low Density Neighborhood	RE		3.5	1	Vacant	Vacant
5311-014-042	INDIANA AVE. AT INDIANA PL.			8/20/2025				2	Shortfall of Sites	0.22	Low Density Residential	RS		6	2	Vacant	Vacant
5311-014-043	INDIANA AVE. AT INDIANA PL.			8/20/2025				2	Shortfall of Sites	0.26	Low Density Residential	RS		6	2	Vacant	Vacant
5311-014-048	INDIANA AVE. AT INDIANA PL.			8/20/2025				1	Shortfall of Sites	0.19	Low Density Residential	RS		6	1	Vacant	Vacant
5311-015-005	SAINT ALBANS AVE. AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5311-015-006	SAINT ALBANS AVE. AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.14	Low Density Residential	RS		6	1	Vacant	Vacant
5311-015-016	KOLLE AVE. AT BRUNSWICK AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5311-015-033	SAINT ALBANS AVE AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.11	Very Low Density Neighborhood	RE		3.5	1	Vacant	Vacant
5311-015-034	SAINT ALBANS AVE AT BLAIR AVE.			8/20/2025				1	Shortfall of Sites	0.1	Very Low Density Neighborhood	RE		3.5	1	Vacant	Vacant
5311-017-020	WARWICK AVE. AT SAINT ALBANS AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant
5311-017-021	WARWICK AVE. AT SAINT ALBANS AVE.			8/20/2025				1	Shortfall of Sites	0.11	Low Density Residential	RS		6	1	Vacant	Vacant

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5311-017-058	BLAIR AVE. AT SAINT ALBANS AVE.			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5312-017-025	HILL DR. AT COLLIS AVE.			8/20/2025				1	Shortfall of Sites	0.19	Low Density Residential	RS		6	1	Vacant	Vacant
5312-020-012	OAK HILL PL. AT OAK HILL LN.			8/20/2025				2	Shortfall of Sites	0.3	Low Density Residential	RS		6	2	Vacant	Vacant
5312-031-029	SHORT WAY ST. AT OAK HILL AVE.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5314-005-017	END OF INDIANA TERRACE			8/20/2025				2	Shortfall of Sites	0.35	Low Density Residential	RS		6	2	Vacant	Vacant
5314-005-021	END OF INDIANA TERRACE			8/20/2025				2	Shortfall of Sites	0.32	Low Density Residential	RS		6	2	Vacant	Vacant
5314-005-045	ALTA VISTA CIR. AT ALTA VISTA AVE.			8/20/2025				2	Shortfall of Sites	0.29	Low Density Residential	RS		6	2	Vacant	Vacant
5314-006-005	ALTA VISTA CIR. AT INDIANA AVE.			8/20/2025				2	Shortfall of Sites	0.23	Low Density Residential	RS		6	2	Vacant	Vacant
5314-006-020	INDIANA AVE. AT INDIANA PL.			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5314-007-017	ALTA VISTA AVE. AT INDIANA AVE.			8/20/2025				1	Shortfall of Sites	0.19	Low Density Residential	RS		6	1	Vacant	Vacant
5314-008-014	INDIANA AVE. AT ALTA VISTA AVE.			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5314-010-005	ALTA VISTA AVE AT OAK CREST AVE.			8/20/2025				1	Shortfall of Sites	0.12	Low Density Residential	RS		6	1	Vacant	Vacant
5314-010-024	MOUNTAIN VIEW AVE. AT ALTA VISTA AVE.			8/20/2025				1	Shortfall of Sites	0.13	Low Density Residential	RS		6	1	Vacant	Vacant
5314-016-077	END OF BRAEWOOD CT.			8/20/2025				2	Shortfall of Sites	0.28	Low Density Residential	RS		6	2	Vacant	Vacant
5314-017-027	ROLLIN ST. AT MERIDIAN AVE.			8/20/2025				2	Shortfall of Sites	0.23	Low Density Residential	RS		6	2	Vacant	Vacant
5314-018-010	BANK ST. AT MERIDIAN AVE.			8/20/2025				3	Shortfall of Sites	0.73	Low Density Residential	RS		6	3	Vacant	Vacant
5314-019-023	END OF BANK ST.			8/20/2025				1	Shortfall of Sites	0.19	Low Density Residential	RS		6	1	Vacant	Vacant
5314-020-007	BANK ST. AT MERIDIAN AVE.			8/20/2025				1	Shortfall of Sites	0.15	Very Low Density Neighborhood	RS		3.5	1	Vacant	Vacant
5317-009-032	MERIDIAN AVE. AT FOOTHILL ST.			8/20/2025				1	Shortfall of Sites	0.13	Low Density Residential	RS		6	1	Vacant	Vacant
5321-011-013	CAMDEN AVE. AT CAMDEN PARKWAY			8/20/2025				1	Shortfall of Sites	0.16	Low Density Residential	RS		6	1	Vacant	Vacant
5311-001-008	1007 ARROYO VERDE RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.24	Residential Medium	HO Overlay		70	1.2	Non-vacant	Residential
5311-001-018	5 PASADENA AVE			8/20/2025		0.9	0.5	0.5	Shortfall of Sites	0.35	Commercial General	MU Overlay		70	1.9	Vacant	Vacant
5311-001-028	116 MARMION WAY			8/20/2025		0.9375	0.46875	0.46875	Shortfall of Sites	0.62	Residential Medium	HO Overlay		70	1.875	Non-vacant	Residential
5311-001-038	1 PASADENA AVE			8/20/2025		1.875	0.9375	0.9375	Shortfall of Sites	0.72	Commercial General	MU Overlay		70	3.75	Non-vacant	Commercial
5311-001-041	1001 ARROYO VERDE RD			8/20/2025		1.2375	0.61875	0.61875	Shortfall of Sites	0.59	Commercial General	MU Overlay		70	2.475	Non-vacant	Commercial
5311-002-050	116 MONTEREY RD			8/20/2025		0.3	0.2	0.2	Shortfall of Sites	0.15	Residential High	HO Overlay		70	0.7	Non-vacant	Residential
5311-002-051	100 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.3	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5311-002-056	115 MARMION WAY			8/20/2025		0.9375	0.46875	0.46875	Shortfall of Sites	0.371	Residential Medium	HO Overlay		70	1.875	Non-vacant	Residential
5311-002-057	109 MARMION WAY			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.32	Residential Medium	HO Overlay		70	1.575	Non-vacant	Residential
5311-002-059	124 MONTEREY RD			8/20/2025		4.1625	2.08125	2.08125	Shortfall of Sites	1.86	Residential High	HO Overlay		70	8.325	Non-vacant	Residential
5311-002-123	1035 ARROYO VERDE RD			8/20/2025		1.2	0.6	0.6	Shortfall of Sites	0.6566	Residential Medium	HO Overlay		70	2.4	Non-vacant	Residential
5311-002-138	99 PASADENA AVE			8/20/2025		1.95	0.975	0.975	Shortfall of Sites	0.75	Business Park	MU Overlay		70	3.9	Non-vacant	Commercial
5311-002-139	99 PASADENA AVE			8/20/2025		2.8	1.4	1.4	Shortfall of Sites	1.06	Business Park	MU Overlay		70	5.6	Non-vacant	Commercial
5311-002-900	MARMION WAY/ARROYO VERDE STREET			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.04	Residential Medium	HO Overlay		70	0.225	Non-vacant	Public facilities
5311-003-026	MONTEREY ROAD			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.022322	Residential High	HO Overlay		70	0.15	Vacant	Vacant
5311-003-027	200 MONTEREY RD			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.36611	Residential High	HO Overlay		70	1.35	Non-vacant	Residential
5311-003-028	194 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.286539	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5311-003-029	MONTEREY ROAD			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.028243	Residential High	HO Overlay		70	0.15	Vacant	Vacant
5311-003-030	190 MONTEREY RD			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.23397	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5311-003-031	182 MONTEREY RD			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.203464	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5311-003-032	MONTEREY ROAD			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.023557	Residential High	HO Overlay		70	0.15	Vacant	Vacant
5311-003-033	178 MONTEREY RD			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.179276	Residential High	HO Overlay		70	0.75	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5311-003-034	174 MONTEREY RD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.194037	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5311-003-035	170 MONTEREY RD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.202732	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5311-003-036	166 MONTEREY RD			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.200965	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5311-003-037	164 MONTEREY RD			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.489466	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5311-003-038	154 MONTEREY RD			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.322326	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5311-003-039	150 MONTEREY RD			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.259541	Residential High	HO Overlay		70	0.75	Non-vacant	Residential
5311-003-040	142 MONTEREY RD			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.261265	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5311-003-043	1010 SYCAMORE AVE			8/20/2025		6.0375	3.01875	3.01875	Shortfall of Sites	2.33	Business Park	MU Overlay		70	12.075	Non-vacant	Mixed Use
5311-004-010	PASADENA AVE / SYCAMORE AVE			8/20/2025		50	20	13	Shortfall of Sites	2.23	Business Park	MU Overlay		70	83	Non-vacant	Commercial
5311-004-011	211 PASADENA AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.11	Business Park	MU Overlay		70	0.6	Vacant	Vacant
5311-004-012	211 PASADENA AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.08	Business Park	MU Overlay		70	0.45	Vacant	Vacant
5311-004-013	211 PASADENA AVE			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.05	Business Park	MU Overlay		70	0.225	Vacant	Vacant
5311-004-014	205 PASADENA AVE			8/20/2025		0.2	0.1	0.1	Shortfall of Sites	0.08	Business Park	MU Overlay		70	0.4	Non-vacant	Commercial
5311-004-015	201 PASADENA AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.23	Business Park	MU Overlay		70	1.2	Non-vacant	Commercial
5311-004-018	254 MONTEREY RD			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.506443	Residential High	HO Overlay		70	1.425	Non-vacant	Residential
5311-004-019	242 MONTEREY RD			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.277025	Residential High	HO Overlay		70	1.35	Non-vacant	Residential
5311-004-020	236 MONTEREY RD			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.459686	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5311-004-023	222 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.260804	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5311-004-026	202 MONTEREY RD			8/20/2025		1.9875	0.99375	0.99375	Shortfall of Sites	0.772043	Residential High	HO Overlay		70	3.975	Non-vacant	Residential
5311-004-027	216 MONTEREY RD			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.269926	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5311-004-030	230 MONTEREY RD			8/20/2025		1.125	0.5625	0.5625	Shortfall of Sites	0.44885	Residential High	HO Overlay		70	2.25	Non-vacant	Residential
5311-004-044	266 MONTEREY RD			8/20/2025		0.9	0.5	0.5	Shortfall of Sites	0.36	Commercial General	MU Overlay		70	1.9	Non-vacant	Commercial
5311-009-056	CAMINO DEL CIELO AT SANTA TERESA ST.			8/20/2025				2	Shortfall of Sites	0.23	Very Low Density Neighborhood	AM		1 unit per parcel	2	Vacant	Vacant
5311-009-057	CAMINO DEL CIELO AT SANTA TERESA			8/20/2025				2	Shortfall of Sites	0.25	Very Low Density Neighborhood	AM		1 unit per parcel	2	Vacant	Vacant
5311-009-058	CAMINO DEL CIELO AT SANTA TERESA			8/20/2025				1	Shortfall of Sites	0.14	Very Low Density Neighborhood	AM		1 unit per parcel	1	Vacant	Vacant
5311-012-019	MONTEREY RD / PASADENA AVE			8/20/2025		19	8	4	Shortfall of Sites	0.55	General Commercial	MU Overlay		70	31	Non-vacant	Commercial
5311-012-040	335 MONTEREY ROAD			8/20/2025				7	Shortfall of Sites	0.78	Residential Medium	RM		30	7	Non-vacant	Residential
5311-015-027	228 SAINT ALBANS AVE			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.460059	Medium Density Neighborhood	HO Overlay		70	2.325	Non-vacant	Residential
5312-002-002	92 MONTEREY RD			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.164235	Residential High	HO Overlay		70	0.3	Non-vacant	Residential
5312-002-003	90 MONTEREY RD			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.158081	Residential High	HO Overlay		70	0.3	Non-vacant	Residential
5312-002-004	86 MONTEREY RD			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.125884	Residential High	HO Overlay		70	0.375	Non-vacant	Residential
5312-002-005	MONTEREY ROAD			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.025986	Residential High	HO Overlay		70	0.15	Vacant	Vacant
5312-002-006	84 MONTEREY RD			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.145748	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5312-002-007	MONTEREY ROAD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.123333333	Residential High	HO Overlay		70	0.675	Vacant	Vacant
5312-002-008	MONTEREY ROAD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.123333333	Residential High	HO Overlay		70	0.675	Vacant	Vacant
5312-002-009	MONTEREY ROAD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.123333333	Residential High	HO Overlay		70	0.675	Vacant	Vacant
5312-002-023	96 MONTEREY RD			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.136587	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-004-026	520 MISSION ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.189923	Mission Street West	MUC		50	0.675	Non-vacant	Commercial
5313-004-054	526 MISSION ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.205236	Mission Street West	MUC		50	0.75	Non-vacant	Commercial
5313-004-055	538 MISSION ST			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.402837	Mission Street West	MUC		50	1.5	Non-vacant	Commercial
5313-006-024	612 MISSION ST			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.438747	Mission Street West	MUC		50	1.65	Non-vacant	Commercial
5313-006-025	736 MISSION ST			8/20/2025		0.9375	0.46875	0.46875	Shortfall of Sites	0.50051	Mission Street West	MUC		50	1.875	Non-vacant	Commercial
5313-006-038	630 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.169504	Mission Street West	MUC		50	0.6	Non-vacant	Parking
5313-006-039	630 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.169999	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-006-040	817 ADELAINE AVE			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.104551	Mission Street West	MUC		50	0.225	Non-vacant	Residential
5313-006-042	716 MISSION ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.182475	Mission Street West	MUC		50	0.675	Non-vacant	Commercial
5313-006-043	720 MISSION ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.182806	Mission Street West	MUC		50	0.675	Non-vacant	Residential
5313-006-044	726 MISSION ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.183333	Mission Street West	MUC		50	0.675	Non-vacant	Commercial

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Summary Row: Start Data Entry Below															2310.25		
5313-007-040	601 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.155229	Mission Street West	MUC		50	0.6	Non-vacant	Industrial
5313-007-041	605 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.154982	Mission Street West	MUC		50	0.6	Non-vacant	Industrial
5313-007-042	611 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.154842	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-007-043	613 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.155091	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-007-044	538 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.154982	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-007-045	623 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.154961	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-007-054	701 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.155292	Mission Street West	MUC		50	0.6	Non-vacant	Commercial
5313-007-057	715 MISSION ST			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.310031	Mission Street West	MUC		50	1.2	Non-vacant	Commercial
5313-007-067	711 MISSION ST			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.309841	Mission Street West	MUC		50	1.125	Non-vacant	Commercial
5313-008-013	519 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.148956	Mission Street West	MUC		50	0.45	Non-vacant	Residential
5313-008-014	515 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.148959	Mission Street West	MUC		50	0.45	Non-vacant	Residential
5313-008-015	507 MISSION ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.241138	Mission Street West	MUC		50	0.9	Non-vacant	Commercial
5313-008-016	505 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.223991	Mission Street West	MUC		50	0.825	Non-vacant	Commercial
5313-008-026	521 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.168493	Mission Street West	MUC		50	0.45	Non-vacant	Residential
5313-008-027	525 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.124441	Mission Street West	MUC		50	0.45	Non-vacant	Commercial
5313-008-028	527 MISSION ST			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.137555	Mission Street West	MUC		50	0.525	Non-vacant	Commercial
5313-010-021	320 PASADENA AVE			8/20/2025		2.2125	1.10625	1.10625	Shortfall of Sites	0.854108	Residential High	HO Overlay		70	4.425	Non-vacant	Residential
5313-010-047	1004 ARROYO DR			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.290439	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-010-048	322 S PASADENA AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.345297	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-010-049	1000 ARROYO DR			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.143263	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-010-050	326 PASADENA AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.204615	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5313-010-051	328 PASADENA AVE			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.362935	Residential High	HO Overlay		70	1.425	Non-vacant	Residential
5313-010-052	330 PASADENA AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.190126	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5313-010-053	332 PASADENA AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.191791	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5313-010-054	940 ARROYO DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.291161	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5313-010-055	938 ARROYO DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.154692	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5313-010-056	334 PASADENA AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.184367	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5313-010-057	934 ARROYO DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.154588	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5313-010-058	336 PASADENA AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.138833	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5313-010-059	932 ARROYO DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.138435	Residential High	HO Overlay		70	0.375	Non-vacant	Residential
5313-010-060	340 PASADENA AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.18201	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5313-010-061	928 ARROYO DR			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.144395	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-010-062	342 PASADENA AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.252804	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-010-063	916 ARROYO DR			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.365979	Residential High	HO Overlay		70	1.425	Non-vacant	Residential
5313-010-064	350 PASADENA AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.333959	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5313-010-065	390 PASADENA AVE			8/20/2025		1.3125	0.65625	0.65625	Shortfall of Sites	0.647608	Residential High	HO Overlay		70	2.625	Non-vacant	Residential
5313-010-068	900 ARROYO DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.245814	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-011-001	316 PASADENA AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.378441	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5313-011-004	308 PASADENA AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.471866	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5313-011-005	PASADENA AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.009727	Residential High	HO Overlay		70	0.075	Vacant	Vacant
5313-011-006	1034 ARROYO DR			8/20/2025		0.2	0.1	0.1	Shortfall of Sites	0.08	Business Park	MU Overlay		70	0.4	Non-vacant	Residential
5313-011-007	PASADENA AVE / ARROYO DR			8/20/2025		35	16	8	Shortfall of Sites	0.89	Business Park	MU Overlay		70	59	Non-vacant	Commercial
5313-011-008	1020 ARROYO DR			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.1	Business Park	MU Overlay		70	0.45	Non-vacant	Residential
5313-011-009	PASADENA AVE / ARROYO DR			8/20/2025		13	6	3	Shortfall of Sites	0.34	Business Park	MU Overlay		70	22	Non-vacant	Commercial
5313-011-010	PASADENA AVE / ARROYO DR			8/20/2025		10	4	2	Shortfall of Sites	0.24	Business Park	MU Overlay		70	16	Non-vacant	Commercial
5313-011-011	210 PASADENA AVE			8/20/2025		0.3	0.2	0.2	Shortfall of Sites	0.13	Business Park	MU Overlay		70	0.7	Non-vacant	Industrial
5313-011-012	PASADENA AVE / ARROYO DR			8/20/2025		40	17	10	Shortfall of Sites	1	Business Park	MU Overlay		70	67	Non-vacant	Commercial
5313-011-013	PASADENA AVE / ARROYO DR			8/20/2025		32	14	7	Shortfall of Sites	0.8	Business Park	MU Overlay		70	53	Non-vacant	Commercial
5313-011-014	230 PASADENA AVE			8/20/2025		1.6	0.8	0.8	Shortfall of Sites	0.6	Business Park	MU Overlay		70	3.2	Non-vacant	Industrial
5313-011-016	314 PASADENA AVE			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.462587	Residential High	HO Overlay		70	2.325	Non-vacant	Residential
5313-012-007	311 PASADENA AVE			8/20/2025		0.3	0.1	0.1	Shortfall of Sites	0.12	Commercial General	MU Overlay		70	0.5	Non-vacant	Residential

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Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5313-012-008	307 PASADENA AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.23	Commercial General	MU Overlay		70	0.975	Non-vacant	Residential
5313-012-009	301 PASADENA AVE			8/20/2025		0.75	0.4	0.4	Shortfall of Sites	0.28	Commercial General	MU Overlay		70	1.55	Non-vacant	Commercial
5313-017-009	319 HAWTHORNE ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.079343	Residential High	HO Overlay		70	0.225	Non-vacant	Residential
5313-017-010	334 MONTEREY RD			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.601325	Residential High	HO Overlay		70	1.575	Non-vacant	Residential
5313-017-011	344 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.335692	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-017-013	331 HAWTHORNE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.158053	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5313-017-014	333 HAWTHORNE ST			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.151314	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-017-017	341 HAWTHORNE ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.186324	Residential High	HO Overlay		70	0.375	Non-vacant	Residential
5313-017-019	345 HAWTHORNE ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.130874	Residential High	HO Overlay		70	0.375	Non-vacant	Residential
5313-017-020	368 MONTEREY RD			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.160488	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5313-017-021	HAWTHORNE ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.157795	Residential High	HO Overlay		70	0.825	Vacant	Vacant
5313-017-022	372 MONTEREY RD			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.433057	Residential High	HO Overlay		70	0.15	Non-vacant	Residential
5313-017-023	372 MONTEREY RD			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.430452	Residential High	HO Overlay		70	1.575	Non-vacant	Residential
5313-017-024	400 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.472965	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-017-025	406 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.452389	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-017-026	1105 INDIANA AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.151892	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5313-017-027	412 MONTEREY RD			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.111529	Residential High	HO Overlay		70	0.3	Non-vacant	Residential
5313-017-028	424 MONTEREY RD			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.391684	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5313-017-031	354 MONTEREY RD			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.255283	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5313-017-038	314 MONTEREY RD			8/20/2025		1.9875	0.99375	0.99375	Shortfall of Sites	0.824888	Residential High	HO Overlay		70	3.975	Non-vacant	Residential
5313-017-063	358 MONTEREY RD			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.297731	Residential High	HO Overlay		70	1.35	Non-vacant	Residential
5313-017-067	337 HAWTHORNE ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.172509	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5313-017-802	1101 INDIANA AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.194897	Residential High	HO Overlay		70	1.05	Non-vacant	Public facilities
5314-025-021	LA PORTADA ST. AT VIA DEL REY			8/20/2025				2	Shortfall of Sites	0.75	Very Low Density Neighborhood	AM		1 unit per parcel	2	Vacant	Vacant
5314-026-050	END OF ROLLIN ST.			8/20/2025				1	Shortfall of Sites	0.13	Very Low Density Neighborhood	AM		1 unit per parcel	1	Vacant	Vacant
5315-001-031	600 FREMONT AVE			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.08	Commercial Office	MU Overlay		70	0.3	Non-vacant	Residential
5315-001-032	602 FREMONT AVE			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.08	Commercial Office	MU Overlay		70	0.3	Non-vacant	Residential
5315-001-033	1407 GREVELIA ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.05	Commercial Office	MU Overlay		70	0.225	Non-vacant	Residential
5315-001-034	1411 GREVELIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.09	Commercial Office	MU Overlay		70	0.375	Non-vacant	Residential
5315-001-035	604 FREMONT AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.19	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-001-036	608 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.19	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-001-037	612 FREMONT AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.23	Commercial Office	MU Overlay		70	0.6	Non-vacant	Residential
5315-001-038	614 FREMONT AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.23	Commercial Office	MU Overlay		70	0.975	Non-vacant	Residential
5315-001-039	1402 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.08	Commercial Office	MU Overlay		70	0.375	Non-vacant	Residential
5315-001-040	1408 MAGNOLIA ST			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.07	Commercial Office	MU Overlay		70	0.3	Non-vacant	Residential
5315-001-041	1410 MAGNOLIA ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.05	Commercial Office	MU Overlay		70	0.225	Non-vacant	Residential
5315-001-042	625 MOUND AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-001-043	1418 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.375	Non-vacant	Residential
5315-001-044	619 MOUND AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.15	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-001-045	617 MOUND AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.25	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-001-047	607 MOUND AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	0.525	Non-vacant	Residential
5315-001-048	603 MOUND AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-001-073	611 MOUND AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	1.2	Non-vacant	Residential
5315-002-011	1413 MAGNOLIA ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.05	Commercial Office	MU Overlay		70	0.225	Non-vacant	Residential
5315-002-012	702 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5315-002-013	704 FREMONT AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	0.525	Non-vacant	Residential
5315-002-014	710 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-002-015	714 FREMONT AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.23	Commercial Office	MU Overlay		70	1.125	Non-vacant	Residential
5315-002-016	722 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-002-017	1410 HOPE ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.06	Commercial Office	MU Overlay		70	0.225	Non-vacant	Residential
5315-002-018	1414 HOPE ST			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.07	Commercial Office	MU Overlay		70	0.3	Non-vacant	Residential
5315-002-019	721 MOUND AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-002-020	715 MOUND AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.24	Commercial Office	MU Overlay		70	1.125	Non-vacant	Residential
5315-002-021	711 MOUND AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.23	Commercial Office	MU Overlay		70	0.9	Non-vacant	Residential
5315-002-022	707 MOUND AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.22	Commercial Office	MU Overlay		70	1.05	Non-vacant	Residential
5315-002-023	701 MOUND AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.15	Commercial Office	MU Overlay		70	0.6	Non-vacant	Residential
5315-002-024	1415 MAGNOLIA ST			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.08	Commercial Office	MU Overlay		70	0.3	Non-vacant	Residential
5315-002-030	1400 MISSION ST			8/20/2025		1.0875	0.54375	0.54375	Shortfall of Sites	0.419067	Mixed Use Core	MUC		70	2.175	Non-vacant	Commercial
5315-002-034	1500 MISSION ST			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.24	Fair Oaks Corridor	FOC		70	1.125	Non-vacant	Commercial
5315-002-035	1508 MISSION ST			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.29	Fair Oaks Corridor	FOC		70	1.35	Non-vacant	Commercial
5315-002-036	1512 1/2 MISSION ST			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.32	Fair Oaks Corridor	FOC		70	1.425	Non-vacant	Commercial
5315-002-037	MISSION STREET/CENTRAL ALLEY			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.03	Fair Oaks Corridor	FOC		90	0.225	Non-vacant	Commercial
5315-002-038	813 FAIR OAKS AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.13	Fair Oaks Corridor	FOC		90	0.825	Non-vacant	Commercial
5315-002-039	1520 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.18	Fair Oaks Corridor	FOC		70	0.825	Non-vacant	Commercial
5315-002-040	809 FAIR OAKS AVE			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.32	Fair Oaks Corridor	FOC		90	2.1	Non-vacant	Commercial
5315-002-041	1515 HOPE ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.12	Fair Oaks Corridor	FOC		90	0.825	Non-vacant	Commercial
5315-002-049	725 FAIR OAKS AVE			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.22	Fair Oaks Corridor	FOC		90	1.5	Non-vacant	Commercial
5315-002-055	711 FAIR OAKS AVE			8/20/2025		3.375	1.6875	1.6875	Shortfall of Sites	1	Fair Oaks Corridor	FOC		90	6.75	Non-vacant	Commercial
5315-002-063	716 MOUND AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.09	Fair Oaks Corridor	FOC		90	0.525	Non-vacant	Residential
5315-002-064	718 MOUND AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.15	Fair Oaks Corridor	FOC		90	0.825	Non-vacant	Residential
5315-002-065	1508 HOPE ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.11	Fair Oaks Corridor	FOC		90	0.675	Non-vacant	Residential
5315-002-901	1500 HOPE ST			8/20/2025		1.575	0.7875	0.7875	Shortfall of Sites	0.47	Fair Oaks Corridor	FOC		90	3.15	Non-vacant	Parking
5315-003-023	912 FREMONT AVE			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.074507	Mixed Use Core	MUC		70	0.3	Non-vacant	Commercial
5315-003-025	1419 MISSION ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.166786	Mixed Use Core	MUC		70	0.9	Non-vacant	Commercial
5315-003-026	1425 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.150084	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial
5315-003-030	1013 MOUND AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.163592	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-003-031	1050 FREMONT AVE			8/20/2025		3.0375	1.51875	1.51875	Shortfall of Sites	1.15	Civic	MUC		70	6.075	Non-vacant	Educational/institutional/religious
5315-003-032	1500 OXLEY ST			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.22	Fair Oaks Corridor	FOC		90	1.425	Non-vacant	Commercial
5315-003-033	1508 OXLEY ST			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.18	Fair Oaks Corridor	FOC		90	1.05	Non-vacant	Commercial
5315-003-034	1510 OXLEY ST			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.18	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5315-003-039	1001 FAIR OAKS AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.2	Fair Oaks Corridor	FOC		90	1.35	Non-vacant	Commercial
5315-003-040	1005 FAIR OAKS AVE			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.22	Fair Oaks Corridor	FOC		90	1.5	Non-vacant	Commercial
5315-003-041	1009 FAIR OAKS AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.2	Fair Oaks Corridor	FOC		90	1.35	Non-vacant	Commercial
5315-003-042	1013 FAIR OAKS AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.2	Fair Oaks Corridor	FOC		90	1.35	Non-vacant	Commercial

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APN	Street Address	Project Name[+]	Local Jurisdiction Tracking ID[+]	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5315-003-044	EL CENTRO ST / MOUND AVE			8/20/2025		16	8	7	Shortfall of Sites	0.37	Fair Oaks Corridor	FOC		90	31	Non-vacant	Parking
5315-003-047	1503 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.09	Fair Oaks Corridor	FOC		70	0.45	Non-vacant	Commercial
5315-003-048	1505 MISSION ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.13	Fair Oaks Corridor	FOC		70	0.675	Non-vacant	Commercial
5315-003-049	1509 MISSION ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.08	Fair Oaks Corridor	FOC		70	0.45	Non-vacant	Commercial
5315-003-050	1511 MISSION ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Fair Oaks Corridor	FOC		70	0.9	Non-vacant	Parking
5315-003-054	917 FAIR OAKS AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.07	Fair Oaks Corridor	FOC		90	0.45	Non-vacant	Commercial
5315-003-055	919 FAIR OAKS AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.07	Fair Oaks Corridor	FOC		90	0.525	Non-vacant	Commercial
5315-003-056	921 FAIR OAKS AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.09	Fair Oaks Corridor	FOC		90	0.6	Non-vacant	Commercial
5315-003-057	923 FAIR OAKS AVE			8/20/2025		1.275	0.6375	0.6375	Shortfall of Sites	0.37	Fair Oaks Corridor	FOC		90	2.55	Non-vacant	Commercial
5315-003-058	901 FAIR OAKS AVE			8/20/2025		1.3125	0.65625	0.65625	Shortfall of Sites	0.49	Fair Oaks Corridor	FOC		70	2.625	Non-vacant	Commercial
5315-003-059	1416 EL CENTRO ST			8/20/2025		1.3125	0.65625	0.65625	Shortfall of Sites	0.500288	Mixed Use Core	MUC		70	2.625	Non-vacant	Commercial
5315-003-061	1401 MISSION ST			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.418356	Mixed Use Core	MUC		70	1.65	Non-vacant	Commercial
5315-003-085	1412 EL CENTRO ST			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.08415	Mixed Use Core	MUC		70	0.45	Non-vacant	Commercial
5315-003-803	1415 MISSION ST			8/20/2025		1.125	0.5625	0.5625	Shortfall of Sites	0.42194	Mixed Use Core	MUC		70	2.25	Non-vacant	Commercial
5315-003-901	EL CENTRO ST / MOUND AVE			8/20/2025		9	4	3	Shortfall of Sites	0.19	Fair Oaks Corridor	FOC		90	16	Non-vacant	Parking
5315-004-027	1140 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-004-028	1136 FREMONT AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.975	Non-vacant	Commercial
5315-004-029	1132 FREMONT AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.075	Non-vacant	Residential
5315-004-030	1128 FREMONT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-004-031	1124 FREMONT AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-004-032	1120 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-004-033	1118 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.9	Non-vacant	Residential
5315-004-034	1112 FREMONT AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.6	Non-vacant	Residential
5315-004-035	1108 FREMONT AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.975	Non-vacant	Residential
5315-004-036	1104 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.9	Non-vacant	Residential
5315-004-037	1100 FREMONT AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.18	Commercial Office	MU Overlay		70	0.075	Non-vacant	Residential
5315-005-060	1111 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-005-061	1117 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-005-062	1119 FREMONT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.825	Non-vacant	Commercial
5315-005-063	1123 FREMONT AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-005-064	1129 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.75	Non-vacant	Residential
5315-005-065	1133 FREMONT AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.45	Non-vacant	Residential
5315-005-066	1137 FREMONT AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.16	Commercial Office	MU Overlay		70	0.675	Non-vacant	Residential
5315-005-067	1141 FREMONT AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.13	Commercial Office	MU Overlay		70	0.6	Non-vacant	Residential
5315-005-070	1101 FREMONT AVE			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.32	Commercial Office	MU Overlay		70	1.725	Non-vacant	Commercial
5315-007-019	1015 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-007-020	1017 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-007-021	1160 OXLEY ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.21	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-007-030	1149 EL CENTRO ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.161125	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5315-007-055	1131 EL CENTRO ST			8/20/2025		2.3625	1.18125	1.18125	Shortfall of Sites	0.907588	Mixed Use Core	MUC		70	4.725	Non-vacant	Residential
5315-008-032	1117 MISSION ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.166237	Mixed Use Core	MUC		70	0.9	Non-vacant	Commercial
5315-008-033	1121 MISSION ST			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.239528	Mixed Use Core	MUC		70	1.275	Non-vacant	Commercial
5315-008-035	1122 EL CENTRO ST			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.244512	Mixed Use Core	MUC		70	1.275	Non-vacant	Commercial
5315-008-036	1131 MISSION ST			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.3325	Mixed Use Core	MUC		70	1.725	Non-vacant	Commercial
5315-008-037	1126 EL CENTRO ST			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.247877	Mixed Use Core	MUC		70	1.275	Non-vacant	Parking
5315-008-038	923 FREMONT AVE			8/20/2025					Shortfall of Sites	0.114622	Mixed Use Core	MUC		70		Non-vacant	Residential
5315-008-039	1134 EL CENTRO ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.114857	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-008-040	917 FREMONT AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.11481	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-008-041	913 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.172507	Mixed Use Core	MUC		70	0.9	Non-vacant	Commercial
5315-008-042	1141 MISSION ST			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.448904	Mixed Use Core	MUC		70	2.325	Vacant	Vacant
5315-008-902	1100 EL CENTRO ST			8/20/2025		1.7625	0.88125	0.88125	Shortfall of Sites	0.674593	Mixed Use Core	MUC		70	3.525	Non-vacant	Commercial
5315-008-903	1118 EL CENTRO ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.172163	Mixed Use Core	MUC		70	0.9	Non-vacant	Commercial
5315-009-022	1100 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.113993	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-009-023	1108 MISSION ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.048912	Mixed Use Core	MUC		70	0.225	Non-vacant	Commercial
5315-009-024	1110 MISSION ST			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.028973	Mixed Use Core	MUC		70	0.15	Non-vacant	Commercial
5315-009-025	1110 MISSION ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.077275	Mixed Use Core	MUC		70	0.375	Non-vacant	Commercial
5315-009-026	1103 HOPE ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.082227	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-009-027	806 FAIRVIEW AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.032756	Mixed Use Core	MUC		70	0.075	Non-vacant	Residential
5315-009-028	1106 MISSION ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.045788	Mixed Use Core	MUC		70	0.225	Non-vacant	Commercial
5315-009-029	1107 HOPE ST			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.114556	Mixed Use Core	MUC		70	0.525	Non-vacant	Residential
5315-009-030	808 FAIRVIEW AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.103078	Mixed Use Core	MUC		70	0.45	Non-vacant	Residential
5315-009-031	1106 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.160297	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial
5315-009-032	1111 HOPE ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.172136	Mixed Use Core	MUC		70	0.825	Non-vacant	Residential
5315-009-033	1115 HOPE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.172277	Mixed Use Core	MUC		70	0.6	Non-vacant	Residential
5315-009-034	1117 HOPE ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.172282	Mixed Use Core	MUC		70	0.675	Non-vacant	Residential
5315-009-035	1114 MISSION ST			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.309732	Mixed Use Core	MUC		70	1.65	Non-vacant	Commercial
5315-009-036	1121 HOPE ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.172288	Mixed Use Core	MUC		70	0.75	Non-vacant	Residential
5315-009-037	1122 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.160649	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial
5315-009-038	1125 HOPE ST			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.181245	Mixed Use Core	MUC		70	0.975	Non-vacant	Commercial
5315-009-039	1124 MISSION ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.164006	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial
5315-009-046	803 FREMONT AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.094177	Mixed Use Core	MUC		70	0.45	Non-vacant	Residential
5315-009-047	807 FREMONT AVE			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.092038	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-009-050	1128 MISSION ST			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.32651	Mixed Use Core	MUC		70	1.725	Non-vacant	Commercial
5315-010-026	725 FREMONT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.19	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-010-027	719 FREMONT AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.22	Commercial Office	MU Overlay		70	1.05	Non-vacant	Residential
5315-010-028	715 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-010-029	709 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-010-030	705 FREMONT AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.525	Non-vacant	Commercial
5315-010-031	701 FREMONT AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.21	Commercial Office	MU Overlay		70	1.05	Non-vacant	Commercial
5315-011-045	627 FREMONT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.9	Non-vacant	Commercial
5315-011-046	617 FREMONT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-011-047	613 FREMONT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.825	Non-vacant	Residential
5315-011-048	611 FREMONT AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.11	Commercial Office	MU Overlay		70	0.525	Non-vacant	Residential
5315-011-049	607 FREMONT AVE			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.08	Commercial Office	MU Overlay		70	0.375	Non-vacant	Residential
5315-011-050	605 FREMONT AVE			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.04	Commercial Office	MU Overlay		70	0.15	Non-vacant	Residential
5315-014-021	810 MERIDIAN AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.106015	Mixed Use Core	MUC		70	0.45	Non-vacant	Residential
5315-014-022	808 MERIDIAN AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.126185	Mixed Use Core	MUC		70	0.525	Non-vacant	Residential
5315-014-023	806 MERIDIAN AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.135719	Mixed Use Core	MUC		70	0.6	Non-vacant	Residential
5315-014-024	1015 HOPE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.118754	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-014-025	1015 HOPE ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.043544	Mixed Use Core	MUC		70	0.225	Non-vacant	Commercial
5315-014-030	MISSION ST / DIAMOND AVE			8/20/2025		6	3	2	Shortfall of Sites	0.23	Mixed Use Core	MUC		50	11	Non-vacant	Commercial
5315-014-032	MISSION ST / DIAMOND AVE			8/20/2025		6	3	1	Shortfall of Sites	0.16	Mixed Use Core	MUC		70	10	Non-vacant	Commercial
5315-014-033	MISSION ST / DIAMOND AVE			8/20/2025		5	2	1	Shortfall of Sites	0.13	Mixed Use Core	MUC		70	8	Non-vacant	Commercial
5315-014-035	1040 MISSION ST			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.1953	Mixed Use Core	MUC		70	1.05	Non-vacant	Commercial
5315-014-039	1025 HOPE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.107945	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5315-014-040	811 FAIRVIEW AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.160367	Mixed Use Core	MUC		70	0.825	Non-vacant	Commercial
5315-014-041	1031 HOPE ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.10797	Mixed Use Core	MUC		70	0.225	Non-vacant	Residential
5315-014-042	1039 HOPE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.107676	Mixed Use Core	MUC		70	0.6	Non-vacant	Commercial
5315-014-044	MISSION ST / DIAMOND AVE			8/20/2025		9	4	2	Shortfall of Sites	0.31	Mixed Use Core	MUC		50	15	Non-vacant	Commercial
5315-014-051	815 FAIRVIEW AVE			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.318706	Mixed Use Core	MUC		70	1.65	Non-vacant	Residential
5315-017-001	700 PROSPECT AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.120051	Mixed Use Core	MUC		70	0.45	Non-vacant	Residential
5315-017-002	704 PROSPECT AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.10786	Mixed Use Core	MUC		70	0.45	Non-vacant	Residential
5315-017-003	909 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.103664	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-017-004	913 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.104036	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-017-007	714 PROSPECT AVE			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.27535	Mixed Use Core	MUC		70	0.3	Non-vacant	Residential
5315-017-025	706 PROSPECT AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.206364	Mixed Use Core	MUC		70	0.525	Non-vacant	Residential
5315-017-026	904 MISSION ST			8/20/2025		2.55	1.275	1.275	Shortfall of Sites	0.985748	Mixed Use Core	MUC		70	5.1	Non-vacant	Commercial
5315-017-027	800 PROSPECT AVE			8/20/2025		1.2	0.6	0.6	Shortfall of Sites	0.459006	Mixed Use Core	MUC		70	2.4	Non-vacant	Commercial
5315-017-028	700 ORANGE GROVE AVE			8/20/2025		0.975	0.4875	0.4875	Shortfall of Sites	0.633222	Mixed Use Core	MUC		70	1.95	Non-vacant	Residential
5315-017-029	712 ORANGE GROVE AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.317317	Mixed Use Core	MUC		70	1.35	Non-vacant	Residential
5315-017-031	715 PROSPECT AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.555424	Mixed Use Core	MUC		70	1.2	Non-vacant	Residential
5315-017-033	815 MAGNOLIA ST			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.042655	Mixed Use Core	MUC		70	0.075	Non-vacant	Residential
5315-017-034	821 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.102861	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-017-035	827 MAGNOLIA ST			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.094262	Mixed Use Core	MUC		70	0.375	Non-vacant	Residential
5315-017-036	703 PROSPECT AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.251701	Mixed Use Core	MUC		70	1.05	Non-vacant	Residential
5315-017-037	800 ORANGE GROVE AVE			8/20/2025					Shortfall of Sites	0.249372	Mixed Use Core	MUC		70		Non-vacant	Residential
5315-017-039	812 ORANGE GROVE AVE			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.24	Mixed Use Core	MUC		70	0.225	Non-vacant	Residential
5315-017-040	800 MISSION ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.14	Mixed Use Core	MUC		70	0.75	Non-vacant	Commercial
5315-017-043	805 PROSPECT AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.2	Mixed Use Core	MUC		70	0.825	Non-vacant	Residential
5315-017-044	807 PROSPECT AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.469077	Mixed Use Core	MUC		70	0.975	Non-vacant	Residential
5315-017-045	830 MISSION ST			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.44292	Mixed Use Core	MUC		70	2.325	Non-vacant	Commercial
5315-017-047	810 ORANGE GROVE AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.238026	Mixed Use Core	MUC		70	0.975	Non-vacant	Residential
5315-017-059	820 MISSION ST			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.29	Mixed Use Core	MUC		70	1.575	Non-vacant	Residential
5315-017-069	820 MISSION ST			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.28	Mixed Use Core	MUC		70	1.5	Non-vacant	Residential
5315-017-084	820 MISSION ST			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.26	Mixed Use Core	MUC		70	1.35	Non-vacant	Residential
5315-017-097	820 MISSION ST			8/20/2025		0.1125	0.05625	0.05625	Shortfall of Sites	0.05	Mixed Use Core	MUC		70	0.225	Non-vacant	Commercial
5315-017-101	820 MISSION ST			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.05	Mixed Use Core	MUC		70	0.15	Non-vacant	Mixed Use
5315-019-047	1001 GLENDON WAY			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.250968	Mixed Use Core	MUC		70	1.125	Non-vacant	Commercial
5315-020-004	905 MISSION ST			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.297787	Mixed Use Core	MUC		70	1.575	Non-vacant	Commercial
5315-020-008	919 MISSION ST			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.402503	Mixed Use Core	MUC		70	2.1	Non-vacant	Commercial
5315-020-009	919 MISSION ST			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.267436	Mixed Use Core	MUC		70	1.425	Non-vacant	Commercial
5315-020-010	835 MISSION ST			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.267427	Mixed Use Core	MUC		70	1.425	Non-vacant	Commercial
5315-020-013	853 MISSION ST			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.277648	Mixed Use Core	MUC		70	1.425	Non-vacant	Commercial
5315-020-017	841 MISSION ST			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.401396	Mixed Use Core	MUC		70	2.1	Non-vacant	Commercial
5315-021-005	MERIDIAN AVE/MAGNOLIA ST			8/20/2025		2.8875	1.44375	1.44375	Shortfall of Sites	1.106501	Mixed Use Core	MUC		70	5.775	Vacant	Vacant
5315-021-008	809 MERIDIAN AVE			8/20/2025		1.4625	0.73125	0.73125	Shortfall of Sites	0.570684	Mixed Use Core	MUC		70	2.925	Non-vacant	Residential
5315-021-051	727 MERIDIAN AVE			8/20/2025		1.725	0.8625	0.8625	Shortfall of Sites	0.652048	Mixed Use Core	MUC		70	3.45	Non-vacant	Residential
5317-018-005	209 FAIR OAKS AVE			8/20/2025		1.6875	0.84375	0.84375	Shortfall of Sites	0.65	Commercial Office	MU Overlay		70	3.375	Non-vacant	Commercial
5317-018-006	245 FAIR OAKS AVE			8/20/2025		1.3875	0.69375	0.69375	Shortfall of Sites	0.53	Commercial Office	MU Overlay		70	2.775	Non-vacant	Commercial
5317-020-031	424 FAIR OAKS AVE			8/20/2025		11.7	5.8	5.8	Shortfall of Sites	4.44	Commercial General	MU Overlay		70	23.3	Non-vacant	Commercial
5317-020-032	454 FAIR OAKS AVE			8/20/2025		0.9	0.45	0.45	Shortfall of Sites	0.35	Commercial General	MU Overlay		70	1.8	Non-vacant	Commercial
5318-004-020	710 FAIR OAKS AVE			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.21	Fair Oaks Corridor	FOC		90	1.425	Non-vacant	Commercial
5318-004-021	714 FAIR OAKS AVE			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.31	Fair Oaks Corridor	FOC		90	2.1	Non-vacant	Commercial
5318-004-022	718 FAIR OAKS AVE			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.35	Fair Oaks Corridor	FOC		90	2.325	Non-vacant	Commercial
5318-004-024	606 FAIR OAKS AVE			8/20/2025		6.75	3.375	3.375	Shortfall of Sites	2	Fair Oaks Corridor	FOC		90	13.5	Non-vacant	Commercial
5318-014-001	820 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.18	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-014-002	1610 MISSION ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.087566	Fair Oaks Corridor	FOC		90	0.6	Non-vacant	Commercial
5318-014-003	818 FAIR OAKS AVE			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.193064	Fair Oaks Corridor	FOC		90	1.275	Non-vacant	Commercial
5318-014-008	806 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.175456	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-014-018	831 BRENT AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.152108	Mixed Use Core	MUC		70	0.525	Non-vacant	Residential
5318-014-020	1616 MISSION ST			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.254131	Mixed Use Core	MUC		70	1.35	Non-vacant	Parking

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5318-014-095	810 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.175536	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-014-096	814 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.175526	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-014-097	825 BRENT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.155572	Mixed Use Core	MUC		70	0.75	Non-vacant	Residential
5318-015-001	1020 FAIR OAKS AVE			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.193183	Fair Oaks Corridor	FOC		90	1.275	Non-vacant	Commercial
5318-015-002	1016 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.175696	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-015-003	1014 FAIR OAKS AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.088653	Fair Oaks Corridor	FOC		90	0.6	Non-vacant	Commercial
5318-015-004	1008 FAIR OAKS AVE			8/20/2025		0.9	0.45	0.45	Shortfall of Sites	0.265077	Fair Oaks Corridor	FOC		90	1.8	Non-vacant	Commercial
5318-015-005	1000 FAIR OAKS AVE			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.175458	Fair Oaks Corridor	FOC		90	1.2	Non-vacant	Commercial
5318-015-006	1000 FAIR OAKS AVE			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.210267	Fair Oaks Corridor	FOC		90	1.425	Non-vacant	Parking
5318-015-007	1001 BRENT AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.193086	Mixed Use Core	MUC		70	1.05	Non-vacant	Parking
5318-015-008	1005 BRENT AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.193103	Mixed Use Core	MUC		70	1.05	Non-vacant	Parking
5318-015-009	1009 BRENT AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.177273	Mixed Use Core	MUC		70	0.9	Non-vacant	Parking
5318-015-017	900 FAIR OAKS AVE			8/20/2025		1.6125	0.80625	0.80625	Shortfall of Sites	0.61	Mixed Use Core	MUC		70	3.225	Non-vacant	Commercial
5318-015-036	900 FAIR OAKS AVE			8/20/2025		2.8875	1.44375	1.44375	Shortfall of Sites	0.853919	Fair Oaks Corridor	FOC		90	5.775	Non-vacant	Commercial
5318-016-019	1138 N FAIR OAKS AVE			8/20/2025		0.9	0.45	0.45	Shortfall of Sites	0.262167	Fair Oaks Corridor	FOC		90	1.8	Non-vacant	Commercial
5318-016-021	1134 FAIR OAKS AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.010312	Fair Oaks Corridor	FOC		90	0.075	Non-vacant	Commercial
5318-016-022	1132 FAIR OAKS AVE			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.01035	Fair Oaks Corridor	FOC		90	0.075	Non-vacant	Commercial
5318-016-023	1118 FAIR OAKS AVE			8/20/2025		1.4625	0.73125	0.73125	Shortfall of Sites	0.429728	Fair Oaks Corridor	FOC		90	2.925	Non-vacant	Commercial
5318-016-024	1114 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.172004	Fair Oaks Corridor	FOC		90	1.125	Non-vacant	Commercial
5318-016-025	1112 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.171552	Fair Oaks Corridor	FOC		90	1.125	Non-vacant	Commercial
5318-016-026	1108 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.171962	Fair Oaks Corridor	FOC		90	1.125	Non-vacant	Commercial
5318-016-027	1100 FAIR OAKS AVE			8/20/2025		1.2	0.6	0.6	Shortfall of Sites	0.350639	Fair Oaks Corridor	FOC		90	2.4	Non-vacant	Commercial
5318-016-038	1130 N FAIR OAKS AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.077525	Fair Oaks Corridor	FOC		90	0.525	Non-vacant	Parking
5318-016-039	1128 FAIR OAKS AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.077461	Fair Oaks Corridor	FOC		90	0.525	Non-vacant	Parking
5319-002-034	MONTEREY RD / FAIR OAKS AVE			8/20/2025		110	55	55	Shortfall of Sites	2.67	Fair Oaks Corridor	FOC		90	220	Non-vacant	Commercial
5319-003-029	1315 FAIR OAKS AVE			8/20/2025		2.3	1.2	1.2	Shortfall of Sites	0.89	Commercial General	MU Overlay		70	4.7	Non-vacant	Commercial
5319-003-032	1305 FAIR OAKS AVE			8/20/2025		2.3	1.2	1.2	Shortfall of Sites	0.89	Commercial General	MU Overlay		70	4.7	Non-vacant	Commercial
5319-004-021	1407 FAIR OAKS AVE			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.120721	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5319-004-022	1411 FAIR OAKS AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.191464	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5319-004-035	1415 FAIR OAKS AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.11603	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5319-004-036	1421 FAIR OAKS AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.121079	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5319-004-037	1425 FAIR OAKS AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.119658	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5319-005-021	1505 FAIR OAKS AVE			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.456533	Residential High	HO Overlay		70	1.5	Non-vacant	Residential
5319-005-022	1509 FAIR OAKS AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.317728	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5319-005-023	1517 FAIR OAKS AVE			8/20/2025		1.0125	0.50625	0.50625	Shortfall of Sites	0.38309	Residential High	HO Overlay		70	2.025	Non-vacant	Commercial
5319-005-024	1525 FAIR OAKS AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.263367	Residential High	HO Overlay		70	1.35	Non-vacant	Commercial
5319-005-025	1512 OAK ST			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.116808	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5319-006-005	1615 FAIR OAKS AVE			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.35105	Residential High	HO Overlay		70	1.575	Non-vacant	Residential
5319-006-025	1540 LAUREL ST			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.458942	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5319-006-027	1609 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.380021	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5319-006-028	1515 OAK ST			8/20/2025		1.0875	0.54375	0.54375	Shortfall of Sites	0.43504	High Density Neighborhood	HO Overlay		70	2.175	Non-vacant	Residential
5319-006-034	1515 OAK ST			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.43504	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5319-007-001	1509 LAUREL ST			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.401979	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5319-007-036	1520 SPRUCE ST			8/20/2025		0.9	0.45	0.45	Shortfall of Sites	0.45931	High Density Neighborhood	HO Overlay		70	1.8	Non-vacant	Residential
5319-007-043	1520 SPRUCE ST			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.45931	Residential High	HO Overlay		70	1.5	Non-vacant	Residential
5319-007-048	1715 FAIR OAKS AVE			8/20/2025		1.9125	0.95625	0.95625	Shortfall of Sites	0.74656	Residential High	HO Overlay		70	3.825	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5319-008-001	1400 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.24	Commercial General	MU Overlay		70	1.275	Non-vacant	Commercial
5319-008-002	1406 HUNTINGTON DR			8/20/2025		0.4	0.2	0.2	Shortfall of Sites	0.16	Commercial General	MU Overlay		70	0.8	Non-vacant	Parking
5319-008-005	1414 HUNTINGTON DR			8/20/2025		0.4	0.2	0.2	Shortfall of Sites	0.14	Commercial General	MU Overlay		70	0.8	Non-vacant	Parking
5319-008-006	1502 HUNTINGTON DR			8/20/2025		0.4	0.2	0.2	Shortfall of Sites	0.14	Commercial General	MU Overlay		70	0.8	Non-vacant	Commercial
5319-008-007	1506 HUNTINGTON DR			8/20/2025		0.4	0.2	0.2	Shortfall of Sites	0.14	Commercial General	MU Overlay		70	0.8	Non-vacant	Commercial
5319-008-008	1510 HUNTINGTON DR			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.29	Commercial General	MU Overlay		70	1.5	Non-vacant	Commercial
5319-008-009	1811 FAIR OAKS AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.204487	Residential High	HO Overlay		70	1.05	Non-vacant	Commercial
5319-008-018	1801 FAIR OAKS AVE			8/20/2025		1.275	0.6375	0.6375	Shortfall of Sites	0.50247	Residential High	HO Overlay		70	2.55	Non-vacant	Residential
5319-008-039	1408 HUNTINGTON DR			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.3	Commercial General	MU Overlay		70	1.575	Non-vacant	Commercial
5319-009-003	1433 HUNTINGTON DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.07	Commercial General	MU Overlay		70	0.375	Non-vacant	Parking
5319-009-004	1431 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.2	Commercial General	MU Overlay		70	1.05	Non-vacant	Commercial
5319-009-005	1439 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.2	Commercial General	MU Overlay		70	1.05	Non-vacant	Commercial
5319-009-013	1505 HUNTINGTON DR			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.46	Commercial General	MU Overlay		70	1.5	Non-vacant	Residential
5319-009-014	1513 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.42	Commercial General	MU Overlay		70	1.2	Non-vacant	Residential
5319-009-015	1521 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.21	Commercial General	MU Overlay		70	0.825	Non-vacant	Residential
5319-009-016	1529 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.21	Commercial General	MU Overlay		70	0.825	Non-vacant	Residential
5319-009-033	1445 HUNTINGTON DR			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.28	Commercial General	MU Overlay		70	1.5	Non-vacant	Commercial
5319-009-036	1499 HUNTINGTON DR			8/20/2025		1.8	0.9	0.9	Shortfall of Sites	0.69	Commercial General	MU Overlay		70	3.6	Non-vacant	Commercial
5319-009-037	1401 HUNTINGTON DR			8/20/2025		3.225	1.6125	1.6125	Shortfall of Sites	1.23	Commercial General	MU Overlay		70	6.45	Non-vacant	Commercial
5319-017-900	HUNTINGTON LANE			8/20/2025		9.2	4.6	4.6	Shortfall of Sites	4.9	Civic	CF		50	18.4	Non-vacant	Educational/institutional/religious
5319-018-001	1171 HUNTINGTON DR			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.331946	Residential High	HO Overlay		70	1.425	Non-vacant	Residential
5319-018-002	1163 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.269168	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-018-004	1155 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.272033	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5319-018-005	1149 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.27322	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5319-018-006	1145 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.273776	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5319-018-011	1127 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.279198	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-018-012	1125 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.280403	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-018-013	1119 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.281665	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-018-015	1111 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.283631	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5319-018-016	1314 ALHAMBRA RD			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.137634	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5319-018-017	1107 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.216309	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5319-018-018	1101 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.217102	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5319-018-019	1139 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.275544	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5319-018-020	1133 HUNTINGTON DR			8/20/2025		1.4625	0.73125	0.73125	Shortfall of Sites	0.555004	Residential High	HO Overlay		70	2.925	Non-vacant	Commercial
5319-018-022	1159 HUNTINGTON DR			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.270828	Residential High	HO Overlay		70	1.35	Non-vacant	Residential
5319-018-027	1115 HUNTINGTON DR			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.28273	High Density Neighborhood	HO Overlay		70	1.425	Non-vacant	Residential
5319-018-029	1115 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.28273	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-019-001	1327 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial General	MU Overlay		70	0.9	Non-vacant	Commercial
5319-019-002	1905 FREMONT AVE			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.08	Commercial General	MU Overlay		70	0.375	Non-vacant	Commercial
5319-019-005	1915 FREMONT AVE			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.07	Commercial General	MU Overlay		70	0.375	Non-vacant	Commercial
5319-019-007	1313 HUNTINGTON DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.230976	Residential High	HO Overlay		70	0.375	Non-vacant	Residential
5319-019-008	1305 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.231087	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-019-009	1301 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.229695	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-019-013	1247 HUNTINGTON DR			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.23059	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5319-019-014	1243 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.231455	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-019-015	1237 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.230531	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-019-016	1231 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.230828	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-019-019	1219 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.230658	Residential High	HO Overlay		70	0.6	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5319-019-021	1207 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.230674	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5319-019-024	1909 FREMONT AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.15	Commercial General	MU Overlay		70	0.75	Non-vacant	Commercial
5319-019-025	1317 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.21	Commercial General	MU Overlay		70	1.05	Non-vacant	Commercial
5319-019-027	1263 HUNTINGTON DR			8/20/2025		1.125	0.5625	0.5625	Shortfall of Sites	0.463268	Residential High	HO Overlay		70	2.25	Non-vacant	Residential
5319-019-040	1227 HUNTINGTON DR			8/20/2025		1.125	0.5625	0.5625	Shortfall of Sites	0.461898	High Density Neighborhood	HO Overlay		70	2.25	Non-vacant	Residential
5319-019-045	1223 HUNTINGTON DR			8/20/2025		0.75	0.375	0.375	Shortfall of Sites	0.461898	Residential High	HO Overlay		70	1.5	Non-vacant	Residential
5319-019-053	1211 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.231241	High Density Neighborhood	HO Overlay		70	1.05	Non-vacant	Residential
5319-019-056	1211 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.231241	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5319-019-061	1201 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.211199	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-019-064	1253 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.230802	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5319-020-011	1314 HUNTINGTON DR			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.21	Commercial General	MU Overlay		70	1.125	Non-vacant	Parking
5319-020-012	1308 HUNTINGTON DR			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.389627	Medium Density Neighborhood	HO Overlay		70	1.125	Non-vacant	Residential
5319-020-013	1300 PINE ST			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.391943	Medium Density Neighborhood	HO Overlay		70	1.575	Non-vacant	Residential
5319-020-026	1318 HUNTINGTON DR			8/20/2025		0.975	0.4875	0.4875	Shortfall of Sites	0.37	Commercial General	MU Overlay		70	1.95	Non-vacant	Commercial
5319-035-001	1260 HUNTINGTON DR			8/20/2025		1.5375	0.76875	0.76875	Shortfall of Sites	0.58	Commercial Office	MU Overlay		70	3.075	Non-vacant	Commercial
5319-035-002	1250 HUNTINGTON DR			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.28249	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5319-035-003	1236 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.352172	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5319-035-006	1203 PINE ST			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.19	Commercial Office	MU Overlay		70	0.975	Non-vacant	Residential
5319-035-012	1234 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.255657	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-035-013	1230 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.191385	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5319-035-014	1226 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.219432	Residential High	HO Overlay		70	0.975	Non-vacant	Residential
5319-035-015	1240 1/2 HUNTINGTON DR			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.029702	Residential High	HO Overlay		70	0.075	Non-vacant	Residential
5319-035-016	1209 PINE ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.17	Commercial Office	MU Overlay		70	0.6	Non-vacant	Residential
5319-036-016	1216 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.176357	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5319-036-017	1210 HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.166957	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5319-036-018	1206 HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.185036	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5319-036-019	1200 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.17488	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-036-020	1220 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.174857	High Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Residential
5319-036-021	1220 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.174857	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5319-037-001	1170 HUNTINGTON DR			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.579944	Residential High	HO Overlay		70	1.575	Non-vacant	Residential
5319-037-002	1160 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.216176	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-037-003	1156 HUNTINGTON DR			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.244346	Residential High	HO Overlay		70	0.75	Non-vacant	Residential
5319-037-004	1152 HUNTINGTON DR			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.206663	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5319-037-005	1150 HUNTINGTON DR			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.203855	Residential High	HO Overlay		70	0.525	Non-vacant	Residential
5319-037-006	1144 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.209306	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-037-007	1140 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.206731	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-038-001	1136 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.247584	Residential High	HO Overlay		70	0.825	Non-vacant	Residential
5319-038-008	1014 KENDALL AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.183145	Residential High	HO Overlay		70	0.675	Non-vacant	Residential
5319-038-018	1100 HUNTINGTON DR			8/20/2025		1.1625	0.58125	0.58125	Shortfall of Sites	0.436536	Residential High	HO Overlay		70	2.325	Non-vacant	Commercial
5319-038-020	1120 HUNTINGTON DR			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.74466	Residential High	HO Overlay		70	2.1	Non-vacant	Residential
5319-038-022	1130 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.236219	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5319-038-028	1128 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.219331	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5320-001-004	1216 FAIR OAKS AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.119697	Fair Oaks Corridor	FOC		90	0.825	Non-vacant	Commercial
5320-001-021	1220 FAIR OAKS AVE			8/20/2025		1.2	0.6	0.6	Shortfall of Sites	0.36057	Fair Oaks Corridor	FOC		90	2.4	Non-vacant	Commercial
5320-001-024	1200 FAIR OAKS AVE			8/20/2025		2.2875	1.14375	1.14375	Shortfall of Sites	0.68175	Fair Oaks Corridor	FOC		90	4.575	Non-vacant	Commercial
5320-003-001	1300 FAIR OAKS AVE			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.39	Commercial General	MU Overlay		70	2.1	Non-vacant	Commercial
5320-003-003	1310 FAIR OAKS AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.2	Commercial General	MU Overlay		70	1.05	Non-vacant	Commercial
5320-003-005	1312 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.21	Commercial General	MU Overlay		70	1.125	Non-vacant	Commercial
5320-003-006	1318 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.22	Commercial General	MU Overlay		70	1.125	Non-vacant	Commercial
5320-003-007	1326 FAIR OAKS AVE			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.25	Commercial General	MU Overlay		70	1.275	Non-vacant	Commercial

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5320-003-008	1616 BANK ST			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.22	Commercial General	MU Overlay		70	1.05	Non-vacant	Residential
5320-005-903	1420 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.22	Commercial General	MU Overlay		70	1.125	Non-vacant	Public facilities
5320-005-904	1416 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.22	Commercial General	MU Overlay		70	1.125	Non-vacant	Public facilities
5320-005-905	1426 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.22	Commercial General	MU Overlay		70	1.125	Non-vacant	Public facilities
5320-007-019	1611 OAK ST			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.132508	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5320-007-020	1600 FAIR OAKS AVE			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.275131	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5320-007-021	1612 FAIR OAKS AVE			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.407651	Residential High	HO Overlay		70	1.275	Non-vacant	Residential
5320-007-022	1616 FAIR OAKS AVE			8/20/2025		1.425	0.7125	0.7125	Shortfall of Sites	0.814894	Residential High	HO Overlay		70	2.85	Non-vacant	Residential
5320-008-024	1700 FAIR OAKS AVE			8/20/2025		1.0875	0.54375	0.54375	Shortfall of Sites	0.804027	Residential High	HO Overlay		70	2.175	Non-vacant	Residential
5320-008-025	1714 FAIR OAKS AVE			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.401532	Residential High	HO Overlay		70	1.575	Non-vacant	Residential
5320-009-005	1656 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.53885	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5320-009-006	1652 HUNTINGTON DR			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.201213	Residential High	HO Overlay		70	0.45	Non-vacant	Residential
5320-009-008	1644 HUNTINGTON DR			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.402297	Residential High	HO Overlay		70	1.125	Non-vacant	Residential
5320-009-010	1636 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.402343	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5320-009-015	1620 HUNTINGTON DR			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.402435	Residential High	HO Overlay		70	1.65	Non-vacant	Residential
5320-009-017	1612 HUNTINGTON DR			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.40222	Residential High	HO Overlay		70	0.3	Non-vacant	Residential
5320-009-022	1611 SPRUCE ST			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.287334	Residential High	HO Overlay		70	1.05	Non-vacant	Residential
5320-009-024	1800 FAIR OAKS AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.172233	Residential High	HO Overlay		70	0.9	Non-vacant	Commercial
5320-009-025	1810 FAIR OAKS AVE			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.33	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial
5320-009-028	1628 HUNTINGTON DR			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.402389	Residential High	HO Overlay		70	1.35	Non-vacant	Residential
5320-009-031	1600 HUNTINGTON DR			8/20/2025		2.1	1.05	1.05	Shortfall of Sites	0.81	Commercial General	MU Overlay		70	4.2	Non-vacant	Commercial
5320-010-001	1631 HUNTINGTON DR			8/20/2025		1.0125	0.50625	0.50625	Shortfall of Sites	0.378939	Residential High	HO Overlay		70	2.025	Non-vacant	Commercial
5320-010-002	1637 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.246299	Residential High	HO Overlay		70	1.275	Non-vacant	Commercial
5320-010-003	1645 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.227393	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5320-010-005	1901 MARENGO AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.28411	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5320-011-001	1601 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.289565	Residential High	HO Overlay		70	1.2	Non-vacant	Residential
5320-011-002	1912 PRIMROSE AVE			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.126324	Residential High	HO Overlay		70	0.6	Non-vacant	Residential
5320-011-003	1611 HUNTINGTON DR			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.412981	Residential High	HO Overlay		70	2.1	Non-vacant	Residential
5320-011-004	1619 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.227293	Residential High	HO Overlay		70	0.9	Non-vacant	Residential
5320-017-015	1908 MARENGO AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.147024	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential
5320-018-001	1731 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.231782	Medium Density Neighborhood	HO Overlay		70	0.6	Non-vacant	Residential
5320-018-003	1721 HUNTINGTON DR			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.292892	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5320-018-004	1717 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.356509	Medium Density Neighborhood	HO Overlay		70	1.275	Non-vacant	Residential
5320-018-006	1709 HUNTINGTON DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.157781	Medium Density Neighborhood	HO Overlay		70	0.375	Non-vacant	Residential
5320-018-007	HUNTINGTON DR			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.020943	Medium Density Neighborhood	HO Overlay		70	0.075	Vacant	Vacant
5320-018-014	HUNTINGTON DR			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.013909	Medium Density Neighborhood	HO Overlay		70	0.075	Vacant	Vacant
5320-018-024	HUNTINGTON DR			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.050574	Medium Density Neighborhood	HO Overlay		70	0.3	Vacant	Vacant
5320-018-026	1907 LEMAN ST			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.238084	Medium Density Neighborhood	HO Overlay		70	1.2	Non-vacant	Residential
5320-020-001	1827 HUNTINGTON DR			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.431592	Medium Density Neighborhood	HO Overlay		70	1.65	Non-vacant	Residential
5320-020-003	1811 HUNTINGTON DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.172198	Medium Density Neighborhood	HO Overlay		70	0.375	Non-vacant	Residential
5320-020-004	1809 HUNTINGTON DR			8/20/2025		0.3	0.15	0.15	Shortfall of Sites	0.172846	Medium Density Neighborhood	HO Overlay		70	0.6	Non-vacant	Residential
5320-020-006	1801 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.299698	Medium Density Neighborhood	HO Overlay		70	1.2	Non-vacant	Residential
5320-021-003	1823 MILAN AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.195324	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5320-021-004	1744 HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.206998	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential
5320-021-007	1740 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.40194	Medium Density Neighborhood	HO Overlay		70	1.2	Non-vacant	Residential
5320-021-009	1730 HUNTINGTON DR			8/20/2025		1.05	0.525	0.525	Shortfall of Sites	0.401962	Medium Density Neighborhood	HO Overlay		70	2.1	Non-vacant	Commercial
5320-021-014	1718 HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.279484	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5320-021-020	1814 MARENGO AVE			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.144725	Medium Density Neighborhood	HO Overlay		70	0.45	Non-vacant	Residential
5320-021-021	1700 HUNTINGTON DR			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.21695	Medium Density Neighborhood	HO Overlay		70	0.075	Non-vacant	Residential
5320-021-023	1708 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.383983	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5320-021-024	1720 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.20105	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5320-021-025	1724 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.201041	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5320-031-011	1932 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.32	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial
5320-031-012	1922 HUNTINGTON DR			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.325738	Medium Density Neighborhood	HO Overlay		70	1.575	Non-vacant	Residential
5320-031-013	1916 HUNTINGTON DR			8/20/2025		0.7125	0.35625	0.35625	Shortfall of Sites	0.325766	Medium Density Neighborhood	HO Overlay		70	1.425	Non-vacant	Residential
5320-031-014	1910 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.32576	Medium Density Neighborhood	HO Overlay		70	1.725	Non-vacant	Commercial
5320-031-015	1900 HUNTINGTON DR			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.325578	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5320-031-022	1928 HUNTINGTON DR			8/20/2025		0.7875	0.39375	0.39375	Shortfall of Sites	0.3	Commercial General	MU Overlay		70	1.575	Non-vacant	Commercial
5320-032-003	1931 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.33	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial
5320-032-039	1919 HUNTINGTON DR			8/20/2025		4.7	2.3	2.3	Shortfall of Sites	2.47	Civic	CF		50	9.3	Non-vacant	Educational/institutional/religious
5321-005-032	1515 GARFIELD AVE			8/20/2025		10.35	5.175	5.175	Shortfall of Sites	5.59	Civic	CF		50	20.7	Non-vacant	Educational/institutional/religious
5321-007-014	1826 FLETCHER AVE			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.32	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial
5321-007-018	1946 HUNTINGTON DR			8/20/2025		2.0625	1.03125	1.03125	Shortfall of Sites	0.839055	Medium Density Neighborhood	HO Overlay		70	4.125	Non-vacant	Residential
5321-008-017	1825 WAYNE AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.259708	Medium Density Neighborhood	HO Overlay		70	0.9	Non-vacant	Residential
5321-008-049	1962 HUNTINGTON DR			8/20/2025		1.3125	0.65625	0.65625	Shortfall of Sites	0.519766	Medium Density Neighborhood	HO Overlay		70	2.625	Non-vacant	Residential
5321-008-065	HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.242365	Medium Density Neighborhood	HO Overlay		70	1.2	Non-vacant	Residential
5321-011-006	1822 WAYNE AVE			8/20/2025		0.675	0.3375	0.3375	Shortfall of Sites	0.344049	Medium Density Neighborhood	HO Overlay		70	1.35	Non-vacant	Residential
5321-011-007	2008 HUNTINGTON DR			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.217241	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5321-011-008	2012 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.4933	Medium Density Neighborhood	HO Overlay		70	1.725	Non-vacant	Residential
5321-012-008	2044 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.334113	Medium Density Neighborhood	HO Overlay		70	1.725	Non-vacant	Commercial
5321-012-017	2036 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.156178	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Commercial
5321-012-018	1822 CAMDEN AVE			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.27198	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Residential
5321-014-001	HUNTINGTON DR			8/20/2025		0.0375	0.01875	0.01875	Shortfall of Sites	0.007946	Medium Density Neighborhood	HO Overlay		70	0.075	Vacant	Vacant
5321-014-002	1749 LA SENDA PL			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.140956	Medium Density Neighborhood	HO Overlay		70	0.525	Non-vacant	Residential
5321-014-003	1745 LA SENDA PL			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.143764	Medium Density Neighborhood	HO Overlay		70	0.525	Non-vacant	Residential
5321-014-012	2070 HUNTINGTON DR			8/20/2025		0.1875	0.09375	0.09375	Shortfall of Sites	0.091551	Medium Density Neighborhood	HO Overlay		70	0.375	Non-vacant	Residential
5321-014-017	1806 COURT AVE			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.148014	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential
5321-014-018	HUNTINGTON DR			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.089484	Medium Density Neighborhood	HO Overlay		70	0.45	Vacant	Vacant
5321-015-004	2124 HUNTINGTON DR			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.13	Commercial General	MU Overlay		70	0.3	Non-vacant	Residential
5321-015-005	2120 HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.131992	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Commercial
5321-015-006	2114 HUNTINGTON DR			8/20/2025		0.225	0.1125	0.1125	Shortfall of Sites	0.13203	Medium Density Neighborhood	HO Overlay		70	0.45	Non-vacant	Residential
5321-015-007	2100 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.229107	Medium Density Neighborhood	HO Overlay		70	0.9	Non-vacant	Residential
5321-015-015	1701 GARFIELD AVE			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.204511	Medium Density Neighborhood	HO Overlay		70	0.9	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5321-015-016	1707 GARFIELD AVE			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.162441	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5321-015-017	1709 GARFIELD AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.194132	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5321-015-018	1713 GARFIELD AVE			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.198429	Medium Density Neighborhood	HO Overlay		70	1.05	Vacant	Vacant
5321-015-020	2140 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.33	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial
5321-015-021	2130 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.2	Commercial General	MU Overlay		70	1.05	Non-vacant	Commercial
5321-017-002	2019 HUNTINGTON DR			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.32	Commercial General	MU Overlay		70	1.05	Non-vacant	Residential
5321-017-003	2035 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.264994	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Residential
5321-017-004	2032 PINE ST			8/20/2025		0.525	0.2625	0.2625	Shortfall of Sites	0.212721	Medium Density Neighborhood	HO Overlay		70	1.05	Non-vacant	Residential
5321-017-006	HUNTINGTON DR			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.125775	Medium Density Neighborhood	HO Overlay		70	0.675	Vacant	Vacant
5321-017-008	2045 HUNTINGTON DR			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.159863	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Commercial
5321-017-009	2051 HUNTINGTON DR			8/20/2025		0.6	0.3	0.3	Shortfall of Sites	0.365176	Medium Density Neighborhood	HO Overlay		70	1.2	Non-vacant	Residential
5321-017-010	2042 PINE ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.174857	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Residential
5321-017-011	2046 PINE ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.14595	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential
5321-017-012	2005 HUNTINGTON DR			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.14	Commercial General	MU Overlay		70	0.75	Non-vacant	Commercial
5321-017-013	2038 PINE ST			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.223718	Medium Density Neighborhood	HO Overlay		70	1.125	Non-vacant	Residential
5321-017-900	PINE STREET/HUNTINGTON DRIVE			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.03	Commercial General	MU Overlay		70	0.15	Non-vacant	Public facilities
5321-018-001	2100 PINE ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.15826	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5321-018-002	2104 PINE ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.158435	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5321-018-003	2108 PINE ST			8/20/2025		0.375	0.1875	0.1875	Shortfall of Sites	0.153658	Medium Density Neighborhood	HO Overlay		70	0.75	Non-vacant	Residential
5321-018-004	2112 PINE ST			8/20/2025		0.3375	0.16875	0.16875	Shortfall of Sites	0.157747	Medium Density Neighborhood	HO Overlay		70	0.675	Non-vacant	Residential
5321-018-005	2122 PINE ST			8/20/2025		0.4125	0.20625	0.20625	Shortfall of Sites	0.170142	Medium Density Neighborhood	HO Overlay		70	0.825	Non-vacant	Residential
5321-018-006	2111 HUNTINGTON DR			8/20/2025		0.6375	0.31875	0.31875	Shortfall of Sites	0.392659	Medium Density Neighborhood	HO Overlay		70	1.275	Non-vacant	Residential
5321-018-011	2107 HUNTINGTON DR			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.068447	Medium Density Neighborhood	HO Overlay		70	0.3	Non-vacant	Residential
5321-018-012	2101 HUNTINGTON DR			8/20/2025		0.15	0.075	0.075	Shortfall of Sites	0.068819	Medium Density Neighborhood	HO Overlay		70	0.3	Non-vacant	Residential
5321-018-013	2107 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.041278	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-014	2107 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.041496	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-015	2101 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.041298	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-016	2107 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.041544	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-017	2101 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.041261	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-020	2105 HUNTINGTON DR			8/20/2025		0.2625	0.13125	0.13125	Shortfall of Sites	0.114476	Medium Density Neighborhood	HO Overlay		70	0.525	Non-vacant	Residential
5321-018-025	2103 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.063217	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-018-026	2105 HUNTINGTON DR			8/20/2025		0.075	0.0375	0.0375	Shortfall of Sites	0.06369	Medium Density Neighborhood	HO Overlay		70	0.15	Non-vacant	Residential
5321-019-003	2188 PINE ST			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.18	Commercial General	MU Overlay		70	0.9	Non-vacant	Residential
5321-019-004	1833 ATLANTIC BLVD			8/20/2025		1.0125	0.50625	0.50625	Shortfall of Sites	0.38	Commercial General	MU Overlay		70	2.025	Non-vacant	Parking
5321-019-009	2185 HUNTINGTON DR			8/20/2025		0.45	0.225	0.225	Shortfall of Sites	0.17	Commercial General	MU Overlay		70	0.9	Non-vacant	Parking
5321-019-012	2130 PINE ST			8/20/2025		0.5625	0.28125	0.28125	Shortfall of Sites	0.234309	Medium Density Neighborhood	HO Overlay		70	1.125	Non-vacant	Residential

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below															2310.25		
5321-019-013	2136 PINE ST			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.229421	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5321-019-021	1800 OLIVE AVE			8/20/2025		0.4875	0.24375	0.24375	Shortfall of Sites	0.229429	Medium Density Neighborhood	HO Overlay		70	0.975	Non-vacant	Residential
5321-019-022	1745 GARFIELD AVE			8/20/2025		7.65	3.825	3.825	Shortfall of Sites	2.92	Commercial General	MU Overlay		70	15.3	Non-vacant	Commercial
5321-019-023	1833 ATLANTIC BLVD			8/20/2025		0.9	0.45	0.45	Shortfall of Sites	0.35	Commercial General	MU Overlay		70	1.8	Non-vacant	Parking
5321-038-016	1941 HUNTINGTON DR			8/20/2025		0.825	0.4125	0.4125	Shortfall of Sites	0.31	Commercial General	MU Overlay		70	1.65	Non-vacant	Commercial
5321-038-017	1949 HUNTINGTON DR			8/20/2025		0.8625	0.43125	0.43125	Shortfall of Sites	0.33	Commercial General	MU Overlay		70	1.725	Non-vacant	Commercial

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 1.a - Energy Efficiency	Ensure consistency with State green building standards triennially when the California Building Code is adopted.	10/15/2029	6th Cycle	Continuous	The City disseminated information on energy efficiency resources, including incentive and rebate programs offered by SoCalGas, Southern California Edison, and the South Coast Air Quality Management District, at a sustainability fair held on March 29, 2025, and throughout the reporting period. The City continues to implement Title 24 energy standards and adopted the 2025 California Building Codes (Ordinance No. 2407) on December 17, 2025, to maintain compliance with state requirements. The next code update is anticipated in 2028–2029.	Meetings	1	**Link to Event:** https://cityhallscoop.com/2025/03/18/2025-sustainability-fair-plant-swap-garden-tour/ **Link to Ordinance:** https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3797843/Attachment_No._1_-_Ordinance_No._2407.pdf **Link to Resources:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Public-Works/Environmental-Services-Sustainability-Division/Energy-Efficiency-and-Air-Quality
Program 1.b - Convert Caltrans Homes to Affordable Housing	Acquire and convert unoccupied, Caltrans-owned properties, that are not sold at fair market value to deed-restricted affordable housing units to expand housing mobility opportunities for lower income households and revitalize underused areas. Maximixe the surplus Caltrans property portfolio in service of the City's commitment to develop and expand housing mobility.	10/15/2029	6th Cycle	In Progress	In 2024, the City acquired and resold five vacant Caltrans properties, generating approximately $6.4 million for a dedicated affordable housing fund. These funds will support affordable housing development at 1503-1507 El Centro Street (See Programs 2.g and 2.l). In April 2025, the City submitted the required APR supplement to HCD documenting ownership, financials, and transaction details for the five properties. During the reporting period, the City continued coordination with Caltrans on the anticipated acquisition of up to 12 additional properties, including one vacant parcel. The California Transportation Commission is expected to consider purchase and sale agreements for these properties in the first quarter of 2026.	Other	5	**Link to APR Supplement:** https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3249562/Attachment_No._2___Excerpt_From_APR_Supplement_Related_to_Former_Caltrans_Surplus_Properties.pdf
Program 1.c - Housing Rehabilitation and Code Enforcement	Correction and abatement of all identified Code violations; with particular effort to address the 46 units identified as needing moderate or higher level repairs to reduce displacement risk for current occupants.	10/15/2029	6th Cycle	Continuous	During the reporting period, the City responded to tenant complaints and conducted code enforcement to address substandard housing, providing property owners with notice and corrective guidance. The City also monitored funding opportunities for housing rehabilitation. In October 2025, the City procured a new software system (GoGov) to improve code enforcement tracking and data analysis. In December 2025, the City reengaged with San Gabriel Valley Habitat for Humanity to provide home repair services for low-income homeowners through its Home Preservation Program.	Other	1	**Link to Software Information:** https://www.gogovapps.com/use-cases/code-enforcement-department **Link to Resources:** https://sgvhabitat.org/programs/home-preservation/
Program 1.d – Assisted Housing Unit Preservation	Preserve at least five units and any additional units that are subject to this program. Ensure communication with property owners, particularly when ownership changes.	10/15/2029	6th Cycle	Continuous	The City maintains an inventory of privately owned deed-restricted low- and moderate-income housing units, tracking addresses, unit counts, affordability levels, applicable regulations, and covenant terms, including timelines for potential conversion to market rate. No properties are known to have an affordability expiration date during the 6th Cycle. In the fourth quarter of 2025, Friendship Terrace (626 Prospect Avenue), a 12-unit moderate-income multifamily property, was added to the inventory, and copies of its CC&Rs were requested. The City also coordinates with Caltrans on surplus state-owned properties, several of which are anticipated to be sold to occupants with recorded affordability restrictions in the coming years.	Units	12	**Link to News Release:** https://www.southpasadenaca.gov/News-articles/11.11.2025-Friendship-Terrace-Brings-New-Affordable-Housing-Units-to-South-Pasadena
Program 1.e – Environmental Health	Determine whether there are existing sources of water contamination and mitigate as appropriate in identified areas to bring the CalEnviroScreen percentile impaired drinking water score below the 70th percentile; and groundwater and diesel particulate matter scores in identified areas below the 50th percentile.	10/15/2029	6th Cycle	In Progress	During the 2025 reporting period, the City's Public Works Department engaged in ongoing monitoring of water quality conditions, conducted regular testing of City wells and distribution system pipes for bacterial and chemical contaminants. The City met or exceeded state and federal water quality standards. The City also coordinated with the Metropolitan Water District of Southern California and the City of Pasadena to identify potential funding opportunities for treatment and infrastructure improvements.	Meetings	1	**Link to Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/public-works/documents/city-of-south-pasadena-2024-water-quality-report.pdf

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 2.a – Provide Technical Assistance for Projects with Affordable Housing	Expand housing mobility opportunities by encouraging construction of affordable units in higher-income residential areas, as well as on sites with developer interest including higher density residential, mixeduse sites within the Downtown Specific Plan and other mixeduse areas, and non-residential sites with redevelopment potential on underutilized commercial properties. Accomplish this by facilitating expedited review of development proposals that include affordable housing and continuing to provide Zoning Code information to developers of affordable housing regarding special permit provisions and the potential for the granting of density bonuses and incentives and/or concessions to qualifying affordable housing projects. Continue to provide information on State and federal financial assistance programs to developers of affordable housing projects and assistance to applicants of affordable housing projects during the preparation, submittal, and processing of applications to the City for discretionary or ministerial permit approvals. The City's objective is to assist with 100 applications across all income levels during the 2021-2029 planning period. Update materials by June 2023.	10/15/2029	6th Cycle	In Progress	During the reporting period, City staff provided technical assistance to multiple projects in the pipeline that include affordable units (See Program 2.b). Staff responded to developer inquiries regarding inclusionary housing requirements, applicable affordable housing standards, and eligibility for density bonuses, incentives, and concessions. The City also maintained close coordination with Related California on the proposed affordable senior housing project at 1503-507 El Centro Street, meeting on a nearly biweekly basis to support project advancement (See Programs 2.g and 2.l). City staff assisted the developer in pursuing funding opportunities, including applications to the San Gabriel Valley Regional Housing Trust (SGVRHT) and the Los Angeles County Affordable Housing Solutions Agency (LACAHSA). City staff met with developers at regional housing conferences and engaged directly with property owners to discuss potential development sites and opportunities for affordable housing.	Meetings	26	**Link to Resources:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Resources
Program 2.b - Affordable Housing Production	Fund and build 400 affordable units, at least 200 on sites with the highest access to resource areas within the City, such as near commercial corridors along Mission Street and Fair Oaks Avenue, and 200 affordable units on residentially zoned sites in higher-income neighborhoods to facilitate housing mobility in mixed-income neighborhoods, and limit potential for concentrating affordable housing in areas identified with higher rates of renter households and incidence of poverty.	10/15/2029	6th Cycle	In Progress	During the reporting period, the City supported several major residential and mixed-use projects that will include deed-restricted affordable units in high-resource areas along the Mission Street and Fair Oaks Avenue corridors. These include 601-625 Fair Oaks Avenue, a 7-story senior housing development with 310 total units, including 50 affordable units; 815 Fremont Avenue, a 5-story mixed-use project with 56 residential condominiums, including 8 affordable units; 1020 El Centro Street, a 108-unit residential condominium development with 19 affordable units; and 1101-1115 Mission Street, a mixed-use development with 75 apartment units, including 8 affordable units. Collectively, these projects are adding at least 85 affordable units in the development pipeline (e.g. entitled, under review, or in plan check), and when constructed, will be located in high-resource areas with access to transit, services, and commercial amenities.	Units	85	**Link to Projects List:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Division/Major-Projects-Map
Program 2.c - CalHome Program	Provide information to low- and very low-income households for funding within the timetables established by the California Department of Housing and Community Development (HCD) when funding is made available to the City. The City's objective is to provide information to households in the areas with higher rates of homeowner overpayment and poverty and neighborhoods with a high proportion of renter households to facilitate housing mobility for a minimum of 50 low-income and 50 very low-income households to receive assistance during the 2021-2029 planning period. The status of availability of funding will be posted on the City's website and updated as funding becomes available.	10/15/2029	6th Cycle	Continuous	During the reporting period, the application window for the State's CalHome Program remained closed, and no new Notices of Funding Availability (NOFAs) were issued. The most recent funding round was part of a Homeownership Super NOFA released in late 2024. As of 2025, the State has not announced future funding rounds. To improve competitiveness in a future cycle, the City anticipates a need to partner with an experienced housing program administrator as an administrative subcontractor. In 2025, the City reengaged with the San Gabriel Valley Habitat for Humanity to confirm the continued availability of its Home Preservation Program for eligible residents. This nonprofit program provides low-cost home repairs for low-income homeowners, focusing on critical health and safety issues, accessibility improvements, and deferred maintenance to help preserve housing stability and affordability. Information about the program is available on the City's website.	Other	1	**Link to NOFA:** https://www.hcd.ca.gov/funding/hosn **Link to Resources:** https://sgvhabitat.org/programs/home-preservation/

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Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 2.d - Section 8 Housing Choice Voucher Program for Rental Assistance	Continue to assist eligible South Pasadena renters with housing subsidy payments through the HCV program by assisting their access to the LA County Development Authority. Contract with a housing rights and tenant protection agency to provide a biannual educational workshop, beginning in 2023, for rental property landlords, property managers, and other rental housing providers on the benefits of making their units available to HCV holders. Prioritize outreach efforts to property owners and landlords with multifamily and single family rental units in higher income residential neighborhoods to reduce existing concentrations of HCV renter households in the Fremont Avenue/Huntington Drive/Meridian Avenue and Mission Street neighborhoods and maximize housing mobility opportunities in higher income neighborhoods, with the objective of at least 40 housing providers committing to pricing one or more of their units to be eligible to accept HCV holders	10/15/2029	6th Cycle	Continuous	The City continued to support access to the Housing Choice Voucher (HCV) Program, administered by the Los Angeles County Development Authority (LACDA), through information sharing and referral. As of 2025, the HCV waiting list remained closed. However, limited vouchers continued to be available through the County's Continuum of Care (CoC) system. When appropriate, the City referred individuals and households experiencing homelessness to the Coordinated Entry System serving Service Planning Area (SPA) 3 (San Gabriel Valley) to access available housing resources, including potential voucher opportunities. In 2025, the City Council approved the use of $53,352 in Permanent Local Housing Allocation (PLHA) funds to establish a pilot rental assistance program targeting households earning up to 30% of Area Median Income. The pilot program is anticipated to be implemented in 2026.	Other	1	**Link to Resources:** https://www.lacda.org/section-8/shared-info/how-to-apply https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Housing-Division/Housing-Support **Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/e1826bc29d6448e3626a46dce0d7f5a40.pdf
Program 2.e - Facilitate Density Bonus for Projects with On-site Affordable Housing	Approve housing/mixed-use projects that include density bonuses along with on-site affordable housing units to support maximum unit capacity for RHNA implementation. The objective is to approve at least 600 affordable units during the planning period through density bonuses to facilitate mixed income projects, and support expanded housing mobility opportunities for lower-income households.	10/15/2029	6th Cycle	Continuous	In 2023, the City Council adopted Ordinance No. 2380 to amend South Pasadena Municipal Code Section 36.370 for consistency with California Government Code Section 65915 (Density Bonus Law). During the reporting period, City staff provided technical assistance to applicants, including evaluating eligibility for density bonuses, incentives, and concessions, to facilitate the entitlement of several housing and mixed-use developments (see Programs 2.a and 2.b). Collectively, these projects are expected to deliver at least 85 affordable units.	Units	85	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/10042023-agenda-packet.pdf **Link to Projects List:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Division/Major-Projects-Map
Program 2.f - Offer Services to People without Housing	Assist the Police Department to refer individuals without housing to emergency shelters as appropriate and continue to evaluate the possibility of entering into participation agreements with other cities or entities that provide emergency shelter programs.	10/15/2029	6th Cycle	Continuous	The City Housing Division and Police Department continued to coordinate and partner with the regional homeless services system led by the San Gabriel Valley Council of Governments (SGVCOG) and partners such as the Los Angeles Homeless Services Authority (LAHSA). Homeless individuals are referred to appropriate regional resources and emergency shelter programs as needed. In 2025, funding for the regional system was reorganized, and the SGVCOG contracted with several nonprofit service providers to manage coordinated entry.	Other	1	**Link to Resources:** https://www.sgvcog.org/homelessness
Program 2.g – Expand Senior Housing	Develop more senior housing types, aiming for at least 50 units, both market-rate and affordable, in accessible locations that offer choices to aging South Pasadena residents to reduce displacement and enable them to remain in their community.	10/15/2029	6th Cycle	In Progress	The fully entitled project at 601-625 Fair Oaks Avenue submitted construction plans for review on December 19, 2025. The project includes 310 senior housing units, of which 50 are reserved as affordable housing. The City continued to advance a proposed 100% affordable senior housing project on City-owned parcels at 1503-1507 El Centro Street, anticipated to include more than 50 units. In 2024, the City Council approved an Exclusive Negotiating Agreement (ENA) with Related California to negotiate a Disposition and Development Agreement for the project. During the 2025 reporting period, the developer worked on environmental and title due diligence, including environmental site assessments, and pursued predevelopment funding with support from the City. The project was awarded predevelopment funding from the San Gabriel Valley Regional Housing Trust. The City was granted a Surplus Land Act exemption for the site. Next steps include preparation for ministerial entitlements and preliminary design review to position the project for future construction financing.	Units	310	**Link to Project Information:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/625-fair-oaks-ave-the-raymond-flyer-updated.pdf **Link to Report:** https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3929290/Attachment_No._1-_Q3_Goals_and_Priorities_Update_Report.pdf

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Program 2.h - Incentivize Special Needs Housing	Encourage construction of at least 50 accessible units, 50 units with three or more bedrooms, and 50 units affordable to lower income households to reduce displacement risk and expand mobility opportunities in areas in close proximity to transit systems, commercial uses, services and amenities on appropriately designated sites within the Downtown Plan area, the Fremont Avenue/Huntington Drive/Meridian Avenue neighborhoods, within properties identified for mixed-use potential, vacant higher density residential sites, City-owned sites, and underutilized non-residential properties.	10/15/2029	6th Cycle	In Progress	In 2023, the City Council introduced Ordinance No. 2381 to add “Employee Housing” to the South Pasadena Municipal Code, consistent with State law, thereby removing a key regulatory barrier to small-scale employee housing. During the 2025 reporting period, City staff continued implementation of Program 2.h by advancing the Planning Division’s Reasonable Accommodation procedures and supporting housing developments that serve special-needs populations. Staff coordinated with the developer of the 601–625 Fair Oaks Avenue project, which will include 72 assisted living units and 23 memory care units (at least 87 special-needs units), as well as 50 affordable units, to encourage incorporation of accessibility features within the affordable units (see Programs 2.b, 4.d, and 4.e). The project will provide special-needs housing in proximity to transit, services, and amenities.	Units	87	**Link to Municipal Code:** https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena36/SouthPasadena3604.html#36.410.110 **Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/10042023-agenda-packet.pdf **Link to Projects List:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Division/Major-Projects-Map
Program 2.i - Inclusionary Housing Regulations – Monitor for Effectiveness	Produce affordable units as part of residential and mixed-use projects with three or more market-rate residential units.	10/15/2029	6th Cycle	Continuous	In 2023, the City Council adopted Ordinance No. 2382, updating the City’s Inclusionary Housing Ordinance (IHO). The IHO applies to residential and mixed-use developments with 10 or more units and requires that 15% of total units be provided as affordable housing, secured by a 55-year deed restriction. In February 2025, the City Council adopted a resolution establishing in-lieu fee amounts for ownership projects under the IHO, calibrated to maintain a preference for on-site affordable unit production. During the reporting period, several development projects were expected to deliver at least 85 affordable units through a combination of State Density Bonus Law provisions and the City’s IHO. The City continues to monitor projects in the development pipeline to assess the effectiveness of the IHO and overall affordable housing production.	Units	85	**Link to Municipal Code:** https://www.codepublishing.com/CA/SouthPasadena/Q#!/SouthPasadena36/SouthPasadena3603.html#36.375.010 **Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/9e3261a320c4822f4ead01f5633dfc970.pdf
Program 2.j – General Plan Affordable Housing Overlay	Develop at least 400 units of affordable housing during the planning period on sites where the Affordable Housing Overlay is applied to reduce displacement risks for lower-income households due to housing shortages and provide housing, mobility and income-integration opportunities to high resourced areas.	9/27/2023	6th Cycle	Completed	The Affordable Housing Overlay is no longer necessary and this program is considered complete. This is due to the rezoning implemented under Program 3.a through adoption of City Council Resolution No. 7833 in September 2023 (Mixed Use Overlay), and the subsequent establishment of the Housing Opportunity Overlay, which allows residential densities of up to 70 dwelling units per acre.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf
Program 2.k – Affordable Housing Overlay Zone	Develop at least 30 units/acre of affordable housing during the planning period on sites where the Affordable Housing Overlay is applied to reduce displacement risk for lower-income households due to housing shortages and provide housing mobility opportunities to high resourced areas.	9/27/2023	6th Cycle	Completed	The Affordable Housing Overlay is no longer necessary and this program is considered complete. This is due to the rezoning implemented under Program 3.a through adoption of City Council Resolution No. 7833 in September 2023 (Mixed Use Overlay), and the subsequent establishment of the Housing Opportunity Overlay, which allows residential densities of up to 70 dwelling units per acre.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf
Program 2.l – Facilitate Affordable Housing on City-Owned Property	Sale of all City-owned surplus properites for housing. Issuance of RFPs on four projects and issuance of building permits for at least two projects, for a total of at least 40 ELI, VLI and LI units, 18 moderate units, and 11 above moderate units.	10/15/2029	6th Cycle	In Progress	In 2023, the City issued a Request for Proposals (RFP) for development of a 100% affordable senior housing project on City-owned parcels located at 1503-1507 El Centro Street (Site 13), as identified in the Housing Element. Following evaluation of submitted proposals, the City Council approved an Exclusive Negotiating Agreement (ENA) in 2024 with developer Related California. The ENA established a defined period for the City and the developer to negotiate terms of a potential ground lease and Disposition and Development Agreement (DDA). During the 2025 reporting period, the ENA remained in effect. The City and the developer continued to engage in predevelopment activities, including due diligence and project refinement. The proposed project is anticipated to include a minimum of 52 deed-restricted affordable units at or below 80 percent of Area Median Income on City-owned land.	Units	52	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/416783d1b0addc9ecddeafb203fc13a00.pdf
Program 2.m – Update Inclusionary Housing Regulations	Approve 137 inclusionary units during the planning period (15% inclusionary requirement on the moderate- and above moderate RHNA allocation of 912 units).	11/4/2023	6th Cycle	Completed	On September 27, 2023, within 120 days of the adoption of the Housing Element, the City Council introduced Ordinance 2382 to reduce the inclusionary percentage from 20% to 15%, in keeping with Housing Element Program 2.m. The Ordinance also exempts projects with less than 10 units. A Second Reading was conducted on October 4, 2023, and the Ordinance took effect 30 days later on November 3, 2023.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/10042023-agenda-packet.pdf
Program 2.n – Citywide Height Limit Ballot Initiative	Facilitate proposed densities on residential sites in the Housing Element where the height limit may be an impediment to development.	8/20/2025	6th Cycle	Completed	In 2024, the City Council placed Measure SP on the ballot to repeal existing height limits and allow the Council to establish height standards to accommodate the densities identified in the Housing Element. Voters approved Measure SP on November 5, 2024. On August 20, 2025, the City Council adopted corresponding updates to the Housing Element, including revised height and development standards consistent with Measure SP. The updates are still under review by HCD.	Other		**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/04e3d99205a33fe9e5c7d64d1b88b9990.pdf
Program 3.a - Rezone and Redesignate Sites to Meet RHNA	Rezone sufficient sites to accomodate the City’s RNHA targets.	9/27/2023	6th Cycle	Completed	On September 27, 2023, the City Council adopted Resolution No. 7833 adopting the General Plan and DTSP. The General Plan land-use designations and the subsequent re-zoning that was adopted by Ordinance No. 2379, provides sufficient capacity to accommodate the City’s RHNA obligation of 2,067 units (2,775 units total, including the City’s RHNA obligation as well as a buffer). The Ordinance adopted the General Plan Land Use Map, including the Mixed Use Overlay.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf

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Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 3.b - Mixed-Use Developments and Adaptive Re-Use	Increased production of housing units on properties located within the City's commercial districts through the mixed-use development provisions of the Zoning Code and on vacant and reused properties in the Downtown Specific Plan area. Reduced time to process permits for mixed-use projects that include affordable housing and increased applicant understanding of the streamlined state density bonus, planned development permit and affordable housing incentive provisions of the Zoning Code to maximize the potential for a project to include affordable housing.	9/27/2023	6th Cycle	Completed	Implemented. The General Plan and DTSP were adopted on September 27, 2023. As part of that approval, the City Council also adopted Resolution No. 7833 that implemented Objective Design Standards (ODS) for Mission Street and Fair Oaks Avenue zones (a form-based code that is integrated into the DTSP). The City Council also adopted Ordinance No. 2379 pertaining to objective development standards for Mixed Use Core areas along Huntington Drive and the Ostrich Farm district. A new Ministerial Application has also been created, along with an information sheet that describes the City development process and timelines. Ordinance No. 2379 was introduced on September 27, 2023, a Second Reading was conducted on October 4, 2023, and the Ordinance took effect 30 days later on November 3, 2023.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf
Program 3.c – Replacement of Lost Units from Residential Demolitions	Identify affected demolition proposals based on maintaining an inventory of affordable units and require replacement housing in compliance with State law to reduce displacement that occurs as a result of demolition and enable residents to remain in their community.	10/15/2029	6th Cycle	Continuous	The City requires the replacement of any residential units that are proposed to be lost as part of a development review application. During the reporting period, the only project involving residential demolition was the 601–625 Fair Oaks Avenue development, which proposes removal or relocation of two non-historic single-family homes; consistent with Government Code Sections 65915(c)(3) and 66300(d), the project is required to replace any protected units on a like-for-like basis, and with a total of 310 units proposed, including deed-restricted affordable units, the development substantially exceeds applicable replacement housing requirements under state law.	Units	2	**Link to Project Information:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/625-fair-oaks-ave-the-raymond-flyer-updated.pdf **Link to Government Code:** https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=65915&lawCode=GOV
Program 3.d – Enable Parcel Assemblage	Approval of more applications to merge parcels that result in feasible sites for multifamily housing during the planning period.	10/15/2029	6th Cycle	In Progress	The City regularly engages with developers pursuing housing projects, including those interested in consolidating parcels to create larger, more viable development sites. The Mission Bell project at 1101–1115 Mission Street illustrates the benefits of parcel assemblage. The project consolidated multiple commercially developed parcels to allow redevelopment into a five-story mixed-use project with 75 residential units, including eight affordable units, and 2,660 square feet of commercial space. The project was approved on October 24, 2025, with construction plans submitted on November 5, 2025.	Other	1	**Link to Project Information:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/mission-bell-mixed-use-project-flyer-updated.pdf
Program 3.e – Develop an Electronic Permitting System	All planning and building permits will be recorded in an electronic permit system with capability to provide data needed to analyze and report housing production including affordable housing units.	7/30/2023	6th Cycle	Completed	The City selected an electronic permitting and file management system in November 2022. The Accela system went live on July 30, 2023, and was used throughout the 2025 reporting period to track and report housing production, including affordable units. In November 2025, the City Council approved a new software platform, OpenGov, to further improve efficiency and streamline the project approval process.	Other	1	**Links to Council Reports:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2022-agendas/agenda-packet-dec-7-2022.pdf https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/fa1487475514650fc798904d6e39f4760.pdf
Program 3.f – Allow and Facilitate ADUs	Maintain updated ADU regulations to promote development of an increasing number of ADUs year-over-year; issue permits for all legal ADUs, anticipated to be between 297 and 420 ADUs during the remainder of the 2021-2029 projection period (from January 2022 through October 15, 2029).	10/15/2029	6th Cycle	In Progress	In December 2025, the City Council approved an agreement with a consultant to develop a comprehensive Pre-Approved ADU Program. The program will create a library of pre-approved ADU plans to streamline development and reduce design and permitting costs for homeowners, while supporting small-scale infill housing that fits within existing neighborhoods. In 2026, the City will work with the consultant to carry out data collection and background research, prepare an ADU guidebook, and develop recommendations for appropriate ADU sizes and configurations. The project will also include community outreach and the preparation of the pre-approved ADU plan set.	Other	1	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/77bd5ba3c5bf296e9000eee84cb1ac6a0.pdf
Program 3.g – Monitor ADU Production	Approve an additional 297 ADUs between January 1, 2022 and October 15, 2029.	10/15/2029	6th Cycle	In Progress	The City monitors ADU interest and production through its permitting system, tracking applications, approvals, permits issued, and completed units. In 2025, the City issued permits for 63 ADUs, indicating continued production activity. Consistent with program requirements, the City periodically evaluates whether ADU production and affordability levels align with projected targets. As needed, the City considers program modifications and additional incentives to support ADU development, including the proposed Pre-Approved ADU Program (see Program 3.f).	Units	63	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/77bd5ba3c5bf296e9000eee84cb1ac6a0.pdf
Program 3.h – Back-up to Address Shortfall in Anticipated ADUs	Monitor to achieve as many lower-income ADUs as possible and adjust programs for more effective strategies as needed. If ADU development doesn't occur at the rate projected, the City will identify sufficient land for rezoning, or other strategies, to accommodate the unmet lower income RHNA that was projected to be met by ADUs.	10/15/2029	6th Cycle	In Progress	During the reporting period, the City Council approved an agreement with a consultant to develop a comprehensive Pre-Approved ADU Program as a strategy to address any potential shortfall in anticipated ADU production. The program will establish a library of pre-approved ADU plans to streamline development and reduce costs for homeowners. The City will continue to monitor ADU production trends and, as needed, implement targeted outreach and education efforts to encourage increased local ADU development. In 2025, The City entered into an agreement with the developer of a vacant parcel on Camino Del Cielo (APN: 5311-009-057) to set aside one ADU for a lower income household through a long-term restrictive covenant.	Other	1	**Links to Council Reports:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/57f3e42be844152beebf9b771fe127c90.pdf https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/77bd5ba3c5bf296e9000eee84cb1ac6a0.pdf
Program 3.i – ADU Amnesty Program	Provide assistance to homeowners with a goal to convert 50 identified existing unpermitted accessory dwellings to compliant ADUs, unless infeasible.	12/15/2021	6th Cycle	In Progress	The City established an ADU amnesty program in 2021. The Planning Division provides information about the program on the City's website and encourages property owners to bring existing ADUs into compliance with basic health and safety standards without risk of fines or code enforcement action.	Other	1	**Link to Outreach Material:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/new-folder-1/adu-amnesty-program-flyer.pdf

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Program 3.j – Adjust ADU Permit, Utility Connection, and Impact Fees	Evaluate fee waivers as part of an economic study for developing an affordable housing program and act upon recommendations, as appropriate.	10/15/2029	6th Cycle	In Progress	In the 2025-2026 period, the City is launching a comprehensive, citywide fee study covering all planning and building fees, including impact fees. On November 19, 2025, the City Council approved an agreement with a consultant for the development of an impact fee nexus study. The study will enable the City to evaluate the potential for fee waivers, with a particular focus on those that could support affordable housing development.	Other	1	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/3086a6d708614651c69f7e2f1cb28f5a0.pdf
Program 3.k – ADU Education, Promotion and Homeowner Outreach	Facilitate the process for the development of 297 ADUs through promotion of City programs and connecting ADU owners to resources to encourage increased housing opportunities in high resource areas.	10/15/2029	6th Cycle	In Progress	An ADU brochure outlining the development process is available on the City's website, and Planning Division staff continued to be available to assist applicants during public counter hours. During the 2025 reporting period, the City Council approved an agreement with a consultant to develop a comprehensive Pre-Approved ADU Program. The program will create a library of pre-approved ADU plans to streamline development and reduce costs for homeowners. It also includes a community engagement and outreach plan, as well as the development of materials to increase homeowner awareness and understanding of the ADU process in South Pasadena.	Other	1	**Link to Resources:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Resources **Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/77bd5ba3c5bf296e9000eee84cb1ac6a0.pdf
Program 3.l – Increase and Maintain Planning and Housing Staff Resources	Augment and support staff resources to expedite housing projects and implement housing programs.	11/4/2025	6th Cycle	Completed	During the 2025 reporting period, the City maintained its commitment to adequate staffing to support timely processing of housing applications and implementation of Housing Element programs. The City conducted recruitment to fill its budgeted staffing levels, including five FTE positions in the Planning Division and one FTE in the Housing Division, and appointed a new Community Development Director.	Persons	6	**Link to City Budget:** https://www.southpasadenaca.gov/files/assets/public/v/1/finance/documents/fy-25-26-budget.pdf
Program 3.m – Implement SB 9 and SB 10	Facilitate the development of at least 50 units with the SB10 Missing Middle housing program over the reporting period.	10/15/2029	6th Cycle	In Progress	Due to staff turnover, departmental reorganization, and the need to maintain funding at prior fiscal year levels, the City was unable to move forward with the development of a Missing Middle Housing program in 2025. During the reporting period, City staff have focused on advancing SB 9 implementation by providing clear submittal requirements and front-end review for determining whether a property and proposed project qualify for SB 9 treatment before proceeding to substantive plan check. The City is also exploring amendments to its SB 9 ordinance to ensure compliance with state law. On December 17, 2025, the City Council approved an agreement with a consultant to develop objective development standards for multi-family and mixed-use housing projects consistent with state guidance and model resources. In addition, the City Council approved an agreement with a consultant to develop a Pre-Approved ADU Program as a complementary strategy to encourage small-scale infill housing production.	Other	1	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/77bd5ba3c5bf296e9000eee84cb1ac6a0.pdf
Program 3.n – Zoning Changes	Update zoning to facilitate the needed housing units.	10/15/2029	6th Cycle	In Progress	On August 20, 2025, the City adopted three resolutions and one ordinance to amend the General Plan, Housing Element, Downtown Specific Plan (DTSP), Zoning Code, and Zoning Map. These actions increased height limits, adjusted density requirements, and updated development standards for mixed-use and multifamily areas. The amendments have been submitted to HCD and are currently pending review and approval.	Other	1	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/04e3d99205a33fe9e5c7d64d1b88b9990.pdf
Program 3.o – No Net Loss	n/a	10/15/2029	6th Cycle	Continuous	On August 20, 2025, the City adopted three resolutions and one ordinance to amend the General Plan, Housing Element, Downtown Specific Plan (DTSP), Zoning Code, and Zoning Map. These actions increased height limits, adjusted density requirements, and updated development standards for mixed-use and multifamily areas. The amendments were used to maintain adequate residential capacity consistent with the No Net Loss Requirements. During the reporting period, the City actively monitored development projects on a case-by-case basis. The City is also preparing to establish a formal no net loss monitoring program to track overall unit production.	Other	1	The City uses the adopted Housing Element sites inventory (Tables VI-XX) as the baseline for ongoing no net loss monitoring. **Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/04e3d99205a33fe9e5c7d64d1b88b9990.pdf
Program 4.a – Land Use Controls – Emergency Shelters	The City will adopt an amendment to the Zoning Code to revise the operational standards for compliance with state law in regard to parking and distance between shelters and to establish a higher, economically feasible maximum number of beds permitted in any one emergency shelter and accommodate the increased homeless population documented in the 2022 Point in Time count.	2/1/2023	6th Cycle	Completed	The City Council adopted Ordinance # 2372 on February 1, 2023 to affectuate these revisions.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/02012023-agenda-packet.pdf
Program 4.b – Land Use Controls – Transitional and Supportive Housing/Low-Barrier Navigation Centers	The City will adopt an amendment to the Zoning Code for consistency with SB 2 and AB 2162. Revise the Zoning Code to define and specifically reference low-barrier navigation centers as a permitted use in residential and mixed-use districts.	2/1/2023	6th Cycle	Completed	On February 1, 2023, the City Council adopted Ordinance No. 2372, amending the City's Zoning Code to allow for Transitional and Supportive Housing, including Low Barrier Navigation Centers in the Commercial General, Commercial Office, and Business Park zones.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/02012023-agenda-packet.pdf

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 4.c – Land Use Controls – Flexible Zoning Regulations	The City will continue the application of flexible zoning regulations to promote the development of affordable housing through the planned development permit process, as provided for in the Zoning Code.	10/15/2029	6th Cycle	Continuous	During the reporting period, the City implemented flexible zoning regulations to support housing production. The August 20, 2025 updates to the General Plan, Housing Element, and Downtown Specific Plan expanded development capacity and improved feasibility for residential and mixed-use projects (see Programs 2.n and 3.n). Previously, on September 27, 2023, the City adopted updated land use regulations and objective design standards that allow a broader range of housing types and enable eligible affordable housing projects to be processed ministerially. Applicants continue to utilize State Density Bonus Law to achieve additional density and incorporate affordable units.	Other	1	**Links to Council Reports:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/04e3d99205a33fe9e5c7d64d1b88b9990.pdf https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf
Program 4.d – ADA Accessibility Standards	Facilitate expanded housing mobility for persons with disabilities by ensuring that new mixed-use and medium- to large-scale residential projects are ADA compliant and provide an adequate number of units that allow for disabled access, with all new buildings of more than six units being ADA compliant and no less than 10 percent of new units being immediately accessible to disabled individuals for a minimum of 207 accessible units over the 2021 – 2029 planning period.	10/15/2029	6th Cycle	In Progress	The City continues to evaluate potential zoning code updates related to accessibility standards. During the reporting period, the City implemented Program 4.d through application of existing California Building Code requirements and, where applicable, TCAC funding standards during the development review process. This has facilitated the inclusion of accessible and adaptable units in entitled and pipeline projects, contributing toward the Housing Element target of at least 207 accessible units over the planning period. The fully entitled 601–625 Fair Oaks Avenue project includes 242 units in Buildings A and B designed as adaptable, as well as an affordable component (Building C) that incorporates 10 mobility-accessible units and 40 adaptable units, (including 6 communication-accessible units), for a total of 292 units that will be accessible or adaptable. The City is also advancing a 100% affordable senior housing project at 1503–1507 El Centro Street, which is anticipated to include at least 52 adaptable and/or accessible units, further supporting progress toward the program objective (see Programs 2.g and 2.l).	Units	292	**Link to Project Information:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/625-fair-oaks-ave-the-raymond-flyer-updated.pdf
Program 4.e –Universal Design	Maximize, to the extent feasible, the number of new or rehabilitated homes that incorporate universal design principles that make units accessible to/adaptable for those with disabilities, with a goal of 15 percent of new homes incorporating universal design. Within the Downtown Specific Plan and mixed-use zones, target development of 300 new homes incorporating universal design.	10/15/2029	6th Cycle	In Progress	During the reporting period, the City implemented Program 4.e by promoting incorporation of universal design features through the development review process and continues to evaluate potential incentives to encourage housing suitable for people with disabilities. The City worked with applicants on major residential projects, including 601–625 Fair Oaks Avenue, to incorporate design elements that enhance adaptability and accessibility, and is advancing similar considerations for the proposed 100% affordable senior housing project at 1503–1507 El Centro Street (See Programs 2.g and 2.l). The City is updating public-facing materials, including website content and informational handouts, to provide guidance on universal design principles to the development community.	Other	1	**Link to Project Information:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/625-fair-oaks-ave-the-raymond-flyer-updated.pdf **Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/416783d1b0addc9ecddeafb203fc13a00.pdf
Program 4.f – Senate Bill 35 Procedure or Policy	Streamline housing projects as required by SB 35.	10/15/2029	6th Cycle	Continuous	During the reporting period, the City continued to implement SB 35 streamlining requirements through established internal review procedures and coordination among Planning, Building, and Public Works staff. The City has standardized review practices to ensure that eligible housing projects are processed ministerially and within the timelines required by Government Code Section 65913.4. Qualifying projects that include low-income units are eligible for streamlined processing, as well as applicable incentives, concessions, and waivers under State law.	Other	1	**Link to Project Flow Chart:** https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Planning-Division/Project-Review-Authority-Flowchart
Program 5.a – Fair Housing Education, Outreach, and Services	Reduce the annual average of fair housing complaints in the next eight years as compared with the period between 2015 and 2022 by providing assistance or referrals to 40 residents, or as needed; respond to or forward all fair housing complaints within five business days of receipt; and work with partner agencies to achieve resolution within three months for all fair housing complaints received by City staff. Meet annually with the City's contracted housing rights and tenant protection agency staff, beginning in 2023, to assess patterns of fair housing issues and target outreach, education, and services to address ongoing and new issues. Ensure all information and services are available in appropriate languages by June 2023, updating annually or as needed.	10/15/2029	6th Cycle	Continuous	During the 2025 reporting period, Housing Division staff assisted and referred more than 100 residents, property owners, and property managers in response to housing-related inquiries, requests, and complaints. Following the January 2025 wildfires, the City provided information on state and county emergency housing protections, including measures to prevent price gouging and reduce the risk of tenant displacement. In April 2025, the City issued its first Fair Housing Proclamation at a City Council meeting. City staff also confirmed the continued availability of regional landlord-tenant and fair housing legal service providers, including the Housing Rights Center and Stay Housed LA, and made referrals as appropriate. In addition, the City connected with the Los Angeles County Department of Consumer and Business Affairs to refer residents to their free mediation services program. The City continues to monitor community needs for fair housing education, outreach, and support services.	Households	100	**Link to Council Report:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/af6f8a77c58f3ab05c38ec4f1a56eca30.pdf **Link to News Release:** https://www.southpasadenaca.gov/News-articles/South-Pasadena-Guidance-on-Tenant-Protections-Rent-Regulations **Link to Proclamation:** https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3247648/Attachment_No._1_-_April_2025_Fair_Housing_Month_Proclamation.pdf **Link to Resources:** https://dcba.lacounty.gov/mediation/
Program 5.b – Encourage a Variety of Housing Types	Diversify housing types in new development throughout South Pasadena, including: residential care facilities; roughly equal proportions of efficiency, one-bedroom, two-bedroom, and three- or more bedroom units; and roughly equal proportions of for-rent and for-sale housing.	9/27/2023	6th Cycle	Completed	On September 27, 2023, within 120 days of the adoption of the Housing Element, the City Council adopted a new General Plan, DTSP, and objective design standards that allow for a variety of multi-family units, including bungalow courts, side-by-side duplexes, as well as mixed-use development.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2023-agendas/09272023-amended-special.pdf

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Program 5.c – Removal of Racially Restrictive Covenants from Property Deeds Citywide	Remove all racially restrictive covenants from South Pasadena City-owned properties by June 2023 and from privately-owned properties by the end of the planning period. Advertise County program as soon as the County releases details in 2022; launch website and social media campaigns to support property owners to voluntarily remove these covenants by December 2022, with ongoing reminders in City publications and at City events. Support County enforcement of this State requirement as appropriate through City actions. Work with at least 10 property owners annually to support their efforts to remove restrictions from their deeds.	10/15/2029	6th Cycle	Continuous	In 2024, the Housing Division removed racially restrictive language from three title documents for City-owned properties through the Los Angeles County Registrar-Recorder/County Clerk's Restrictive Covenant Modification Program. These were the only such documents identified for City-owned properties. For privately owned properties, the City directs residents to the County's Restrictive Covenant Modification Form, which property owners can complete and submit digitally to the County Recorder's Office when discriminatory language is identified in recorded documents. The City is also updating and reorganizing its webpages and developing a resource guide to improve public awareness of this process.	Other	3	**Link to Resources:** https://www.lavote.gov/home/recorder/property-document-recording/restrictive-covenant-modifications
Program 6.a – Rent Registry	City will have a comprehensive online database of all affordable and market-rate rental housing units in South Pasadena subject to the registration requirement with a user interface and fee payment system for rental property owners. The registry will be updated annually and serve as a streamlined platform for Community Development staff to track the City's rental housing inventory and provide information to rental housing property owners. City will decide whether to link this registry to the administration of other activities and programs	10/15/2029	6th Cycle	In Progress	In 2024, City staff presented a rent registry concept to the City Council; no action was taken at that time. Available sources of aggregate information and period estimates on local rental trends and housing stock include publicly available listing data, the American Community Survey (ACS), Los Angeles County Assessor records, and third-party data providers. Following the January 2025 Los Angeles County wildfires, the City provided information to residents and property owners regarding applicable statewide protections, including price-gouging restrictions and other emergency housing measures related to rents.	Other	1	**Link to Council Report:** https://www.southpasadenaca.gov/files/assets/public/v/1/city-council/documents/2024-agendas/amended-agenda-packet-3620.pdf **Link to News Release:** https://www.southpasadenaca.gov/News-articles/South-Pasadena-Guidance-on-Tenant-Protections-Rent-Regulations
Program 6.b – Right to Return Policy	In qualifying circumstances, all tenants who are temporarily displaced from their units due to construction work and wish to return upon completion will be able to do so under the law. Thus, this policy will stem permanent the permanent displacement of renters from South Pasadena due to just cause no-fault evictions and/or relocation for certain reasons.	12/15/2023	6th Cycle	Completed	The City's Just Cause for Eviction Ordinance (Ordinance No. 2384), effective December 15, 2023, exceeded the original Program 6.b scope by eliminating "substantial remodel" as a just cause basis for terminating covered tenancies. The ordinance also establishes a process for tenants temporarily displaced due to necessary and substantial rehabilitation work, including the option to remain in their units. During the reporting period, Housing Division staff provided information to landlords and tenants regarding the requirements of the ordinance, supported compliance through guidance and outreach, and referred tenants to additional resources, including legal service providers, as appropriate.	Other	1	**Link to Ordinance:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/ordinance-no-2384.pdf
Program 6.c – Relocation Assistance	South Pasadena renters will have local tenant protections that reduce the financial burden placed on tenants when they are (temporarily or permanently) displaced from their homes for legally a permitted reason and instead place financial obligations onto the property owners.	12/15/2023	6th Cycle	Continuous	The City's amended Just Cause for Eviction Ordinance (Ordinance No. 2384), effective December 15, 2023, establishes temporary relocation assistance for tenants in covered units who are displaced due to necessary and substantial rehabilitation work. City staff continue to review policies related to permanent relocation assistance, as well as tenant protection ordinances in comparable jurisdictions, to evaluate potential applicability and inform future policy considerations. As appropriate, City staff and regional service providers, including the Housing Rights Center, provide information to landlords and tenants regarding minimum relocation assistance requirements under AB 1482 for qualifying "just cause, no-fault" evictions.	Other	1	**Link to Ordinance:** https://www.southpasadenaca.gov/files/assets/public/v/1/community-development/documents/ordinance-no-2384.pdf
Program 6.d – Rent Stabilization	Reduce high rent burdens and forced moves amoung South Pasadena's tenants due to excess rent increases and, in turn, increase their financial security and housing stability.	2/19/2025	6th Cycle	Continuous	In February 2025, the City Council reviewed a staff report on potential local rent stabilization policies and directed staff to pursue alternative strategies to support renters and preserve unsubsidized affordable housing. This direction included identifying broader approaches to promote housing stability, such as enhancing outreach to inform landlords and tenants about rent limits under state law (AB 1482) and connecting residents to existing resources. Subsequently, the City Council approved the use of $53,352 in Permanent Local Housing Allocation (PLHA) funds to establish a pilot rental assistance program for extremely low-income renters at risk of homelessness. Implementation of the pilot program was anticipated in 2026. Under AB 1482, annual rent increases for most covered residential units are limited to 5 percent plus the applicable change in the cost of living, with a maximum increase of 10 percent. For covered units in South Pasadena, the allowable increase was 8.9% from January 1 through July 31, 2025, and 8% percent from August 1 through July 31, 2026.	Other	1	**Links to Council Reports:** https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/9a232b277d7a72c2f13b1db91f0a9f000.pdf https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/453aa47fd4229d2ff045efd2fdc976260.pdf https://d2kbkoa27fdvtw.cloudfront.net/southpasadena/e1826bc29d6448e3626a46dce0d7f5a40.pdf

Jurisdiction	South Pasadena	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	South Pasadena	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	South Pasadena	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	10/15/2021 - 10/15/2029

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	South Pasadena	**NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns**	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2025 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						
5315-003-902	El Centro St and Mound Ave	Public Facilities	0	Exempt Surplus Land	0.12	Public parking spaces
5315-003-903	1503 El Centro St	Commercial	0	Exempt Surplus Land	0.18	Community theater; gravel surface parking lot
5315-003-904	1507 El Centro St	Commercial	0	Exempt Surplus Land	0.12	Gravel surface parking lot

Jurisdiction	South Pasadena	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted	Notes
1				2	3	4							5	6
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**	**Total Additional Beds Created Due to Density Bonus**	**Notes**
Summary Row: Start Data Entry Below														

Jurisdiction	South Pasadena	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	South Pasadena		**NOTE: This table needs to be completed with any sites within your jurisdiction that were newly added to a National, State, or Local register of historic places within the reporting year. If none, leave blank.**
Reporting Period	2025	(Jan. 1 - Dec. 31)	

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table L

Historical Resources

Parcel Identifier		Designation				Size	Notes
1		2				3	4
APN	**Street Address/Intersection**	**Date of Designation**	**Designation Level**	**Historic Site Period**	**Areas of Significance**	**Parcel Size (in acres)**	**Notes**
Summary Row:							

Jurisdiction	South Pasadena	
Reporting Year	2025	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ -	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	4
	Non-Deed Restricted	0
Low	Deed Restricted	4
	Non-Deed Restricted	0
Moderate	Deed Restricted	8
	Non-Deed Restricted	0
Above Moderate		162
Total Units		**178**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		27
Total Units		**27**

Local Early Action Planning (LEAP) Reporting

(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		17
Total Units		**17**

CITY OF SOUTH PASADENA
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 ▪ FAX: 626.403.7211
WWW.SOUTHPASADENACA.GOV

April 1, 2026

Department of Housing and Community Development
Division of Housing Policy Development
651 Bannon Street, Suite 400
Sacramento, CA 95811

Re: City of South Pasadena Attachment to 2025 Housing Element Annual Progress Report: Surplus Residential Properties (Cal. Gov. Code § 54239.6)

To Whom It May Concern:

On behalf of the City of South Pasadena, we are including the attached documentation to the City's Housing Element Annual Progress Report for the 2025 reporting period. This attachment fulfills the City's annual reporting obligations under Cal. Gov. Code § 54239.6(b)(9) and provides an account of the City's efforts related to the State Route 710 corridor properties.

During the 2025 reporting period, the City did not acquire any unoccupied homes in the State Route 710 corridor. Accordingly, the property inventory and accounting of funds remain unchanged from the prior reporting year. Documentation supporting home sale transactions from the 2024 reporting period, as well as an analysis demonstrating sufficient zoned capacity pursuant to Government Code Section 54239.6(4)(A), was submitted with the prior year's attachment and is not included here.

Please feel free to contact Eduardo Lizarraga, Senior Management Analyst, at (626) 403-7219, or via email at elizarraga@southpasadenaca.gov, for any questions or requests for further information.

Sincerely,

Erika Ramirez
Community Development Director
City of South Pasadena

Attachments

A) Ownership Status and Financial Summary (Govt. Code § 54239.6(b)(9)(A))
   1) Table A.1: Property Inventory & Ownership Status
   2) Table A.2: Accounting of Funds

B) Zoning Updates (Govt. Code § 54239.6(b)(9)(C))
   1) Overview
   2) August 20, 2025 South Pasadena City Council Agenda Report

C) Three-for-One Affordable Housing Production (Govt. Code § 54239.6(b)(9)(D))
   1) Overview
   2) November 6, 2024 South Pasadena Housing Authority Agenda Report
   3) November 6, 2024 Executed Exclusive Negotiating Agreement (ENA) between the South Pasadena Housing Authority and Related SoCal Development LLC
   4) November 5, 2025 First Extension to the (ENA) between the South Pasadena Housing Authority and Related SoCal Development LLC
   5) February 5, 2026 Second Extension to the (ENA) between the South Pasadena Housing Authority and Related SoCal Development LLC

Section A
Ownership Status & Financial Summary
(Govt. Code § 54239.6(b)(9)(A))

Table A.1: Property Inventory & Ownership Status

No unoccupied homes in South Pasadena (ZIP Code 91030) were acquired by the City between January 1, 2025, and December 31, 2025.

The following provides a list of unoccupied homes in South Pasadena that were acquired by the City in calendar year 2024, along with their ownership status as of December 31, 2025, and an accounting of funds.

Property Address	Assessor's Parcel Number (APN)	Date of Acquisition by the City	Date of Sale	Ownership Status as of 12/31/2025
216 Fairview Avenue	5317-012-906	09/17/2024	12/24/2024	Sold
217 Fremont Avenue	5317-012-901	09/17/2024	12/11/2024	Sold
225 Fremont Avenue	5317-012-902	09/17/2024	12/18/2024	Sold
1002 & 1008 Hope Street & 726 Meridian Avenue	5315-013-906	09/17/2024	12/6/2024	Sold
1707 Meridian Avenue	5310-031-903	09/17/2024	12/18/2024	Sold

Table A.2: Accounting of Funds

Property Address	Acquisition Price	Listing Price	Sale Price	Net Proceeds from Sale Price
216 Fairview Avenue	$24,000	$1,076,000	$1,274,000	$1,206,722.65
217 Fremont Avenue	$43,600	$1,199,000	$1,450,000	$1,374,417.30
225 Fremont Avenue	$47,400	$1,999,000	$1,377,000	$1,304,629.60
1002 & 1008 Hope Street & 726 Meridian Avenue	$31,100	$1,249,000	$1,720,000	$1,631,659.30
1707 Meridian Avenue	$19,600	$949,000	$1,007,000	$952,848.60
		Total	$6,828,000	$6,470.287.45

City Council Agenda Report

ITEM NO. 11

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Jasmin Kim, AICP, Planning Manager

SUBJECT: **CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLIAM HEZMALHALCH ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES INCREASING THE COMPENSATION IN THE AMOUNT OF $90,000 FOR A NEW AGGREGATE TOTAL OF $150,000 AND EXTENDING THE TERM BY THREE YEARS TO OCTOBER 31, 2029.**

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with William Hezmalhalch Architects for architectural design review services for the City.

Executive Summary

The City Council is asked to approve a Second Amendment to the Professional Services Agreement with William Hezmalhalch Architects (WHA) for on-call architectural design review services. The amendment would increase the contract amount by $90,000 and extend the agreement term by three more years, resulting in a new total not-to-exceed amount of $150,000. The new expiration date of the agreement will be October 31, 2029. For large or complex development projects, the City may retain a City Architect for design review, with associated costs recovered through pass-through fees charged to the applicant, ensuring no additional fiscal impact to the City.

The original agreement with WHA was approved for $60,000 to serve as the City Architect and provide architectural design review assistance to the Community Development Department in evaluating development proposals and ensuring consistency with the City's design standards for qualifying residential and mixed-used projects. The additional funding and extended term will allow the City to continue to utilize WHA's architectural expertise on an as-needed basis to review architectural components of proposed residential and mixed-use development projects, provide general architectural review, guide staff to further the design review process, including historic preservation for the remaining three years of the five year contract term.

Background

On October 16, 2024, the City Council approved a Professional Services Agreement (Attachment No. 1) with William Hezmalhalch Architects (WHA) to provide architectural design review services for development projects within the City. The agreement established a

contract amount not to exceed $60,000.

On January 14, 2026, the City approved the First Amendment (Attachment No. 2) to revise Exhibit A to include an additional consultant, Jennifer Mermilliod.

WHA has since provided architectural design review services to support the City by conducting general reviews of development proposals and offering professional, detailed design feedback throughout the project review process.

Analysis

The Community Development Department's Planning Division requires the services of architectural consulting firms on an on-call, as-needed basis to assist in specialized areas of the planning and development review process. One such specialized area is architectural design review.

WHA provides professional architectural consulting services to assist staff with reviewing development proposals and evaluating the details of the building design, massing, scale, and architectural compatibility with surrounding neighborhoods. These services may include, but not limited to, reviewing residential and mixed-used project plans submitted by applicants, providing written or graphic design comments, and participating in meetings with City staff and project applicants to discuss design considerations and potential revisions.

Architectural consulting services support staff in ensuring that development proposals are consistent with the City's design guidelines and maintain the architectural character and quality of the community. For large or complex development projects, the City may retain a City Architect to assist with design review. The cost of these services is recovered through a pass-through fee charged to the applicant, ensuring that no additional fiscal impact is incurred by the City.

Due to continued development activity and the need for ongoing professional architectural review services, the Community Development Department anticipates continued use of WHA on an as-needed basis. The proposed amendment would increase the contract amount by $90,000, bringing the total contract amount from the original $60,000 to a new not-to-exceed amount of $150,000.

Additionally, the amendment would extend the agreement term by (3) three years to October 31, 2029, ensuring the City maintains access to architectural design expertise to support the development review process.

Fiscal Impact

On-call agreements do not commit the City to expending a specific amount for professional services. Services will be provided on an as-needed basis and up to the authorized budget amount.

The original agreement was approved with a not-to-exceed amount of $60,000. The proposed Second Amendment would increase the contract amount by $90,000, resulting in a new total maximum contract amount of $150,000. Table 1 below provides a breakdown of the budget by fiscal year.

Table 1: Funds Budgeted for the City's Architectural Design Review Services

Fiscal Year	Funds Budgeted for the City's Architectural Design Review Services
FY 2025–26	$43,631
FY 2026–27	$35,456
FY 2027–28	$35,456
FY 2028–29	$35,456
Total	**$150,000**

Funding for these services will be provided through the Community Development Department budget for professional services in alignment with the annual adopted budget.

Key Performance Indicators and Strategic Plan
This project supports the City's Strategic Plan goals related to maintaining high-quality development and preserving the architectural character of the community through professional design review.

Environmental Analysis
This contract does not constitute a project under the California Environmental Quality Act (CEQA). No environmental analysis is required.

Attachment:
Attachment No. 1- WHA Original Contract
Attachment No. 2 - WHA First Amendment
Attachment No. 3 - WHA Second Amendment

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / William Hezmalhalch Architects (WHA)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and William Hezmalhalch Architects (WHA) ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Architectural Design Services/City Architect.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City Architect and provide architectural design review assistance for the Downtown Specific Plan (DTSP) and qualifying residential or mixed-use projects. The Consultant will review and evaluate architectural and site design component of proposed residential and mixed-use development projects to ensure submittals align with the goal and policies of the City's General Plan, Downtown Specific Plan, Zoning Code, and applicable Design Guidelines, and provide general architectural review on an as-needed basis. The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

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3.2. "Agreement Administrator": The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Sixty Thousand Dollars ($60,000).

3.5. "Commencement Date": 10/16/2024.

3.6. "Termination Date": 10/16/2026

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below.

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for up to three (3) one-year extensions on the same terms and conditions and if the compensation for the additional one-year extensions is included as a budget expense. The compensation for each one-year extension shall not exceed $30,000. In no event shall the term of this Agreement, with extensions, exceed five (5) years.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

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5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Ron Nestor, Senior Principal, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance

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of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

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7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8,

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Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the

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payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this

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Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Architectural Design Services/City Architect.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

Professional Liability Insurance: $2,000,000 per occurrence; $4,000,000 aggregate

General Liability:

• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000

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Workers' Compensation:

- Workers' Compensation Statutory Limits
- EL Each Accident $1,000,000
- EL Disease - Policy Limit $1,000,000
- EL Disease - Each Employee $1,000,000

Automobile Liability

- Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for

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at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is:

City of South Pasadena
Attn: Alison Becker, AICP, Deputy Community Development Director
1414 Mission Street
South Pasadena, CA 91030.

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12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

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14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Alison Becker, AICP, Deputy Director
of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail:
abecker@southpasadenaca.gov

If to Consultant

Lorrie Gagne, Authorized Agent
William Hezmalhalch Architects (WHA)
200 Commerce, Suite 200
Irvine, California 92602
Telephone: (949) 250-0607
E-mail: lorrie@whainc.com

With courtesy copy to:

Roxanne Diaz
South Pasadena City Attorney
Richards Watson Gershon
350 S, Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078
E-mail: rdiaz@rwglaw.com

With courtesy copy to:

Dinna Mize, Authorized Agent
William Hezmalhalch Architects (WHA)
200 Commerce, Suite 200
Irvine, California 92602
Telephone: (949) 250-0607
E-mail: dinna@whainc.com

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work

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under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

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17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant 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 Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

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18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

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18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Donald Penman C9C235A36ABD40C...
Signature

Printed: Donald Penman

Title: Interim City Manager

Date: 11/7/2024

"Consultant"
WHA

By: Signed by: Lorrie Gagne 31763EFE5FA040C...
Signature

Printed: Lorrie Gagne

Title: Authorized Agent

Date: 10/4/2024

By: DocuSigned by: DINNA MIZE A335C7CA86BE461...
Signature

Printed: DINNA MIZE

Title: Authorized Agent

Date: 10/4/2024

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EFB14A7...
Mark Perez
Deputy City Clerk

Date: 11/7/2024

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F...
Roxanne Diaz, City Attorney

Date: 11/7/2024

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SCOPE OF WORK

Architectural Design Review – Project Specific

TASK	SCHEDULE	ASSIGNMENT	TOTAL NOT TO EXCEED
Attend a project kick-off meeting with City staff.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Receive project plans and submission from City staff via email.	2 hours	Ron Nestor	$500.00
Review and comment on project plans and submission	2 Weeks	Ron Nestor	Amount dependent on quantity of reviews and quality of submittals.
Attend virtual or in-person meeting with developer to discuss review comments and alternative design options.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Review revised plans submitted by the developer and provide comments	Hourly if necessary	Ron Nestor	Amount dependent on potential of re-review.

HOURLY RATES

Ron Nestor	$250.00
Julia Malisos	$200.00

SCHEDULE

Written or graphic comments to be delivered within two weeks of receipt of project plans and other relevant documents. Meetings to be scheduled by City Staff.

CONFLICT OF INTEREST

None.

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COST ESTIMATE

EXHIBIT B

TASK	NOT TO EXCEED HOURLY FEE ESTIMATE
Architectural Design Review Project Specific *September 2024 - September 2026*	TIME / MATERIALS
Architectural Design Review – General Assistance to Planning Staff *September 2024 - September 2026*	$60,000.00
Design Training *September 2024 - September 2026*	TIME / MATERIALS
Specialized Design Services *September 2024 - September 2026*	TIME / MATERIALS

FIRST AMENDMENT
TO
PROFESSIONAL SERVICES AGREEMENT

This First Amendment ("Amendment") is made and entered into on this 14th day of January 2026, by and between the City of South Pasadena ("City") and William Hezmalhalch Architects (WHA) ("Consultant').

RECITALS

WHEREAS, on October 16, 2024, the City and Consultant entered into an Agreement for Professional Services ("Agreement") for Consultant to perform architectural design services for the City; and

WHEREAS, the original Scope of Work, Exhibit A, included the names and hourly rates of Consultants; and

WHEREAS, the City needs to execute the First Amendment to revise Exhibit A to include an additional Consultant name and hourly rate.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. The Scope of Work, Exhibit A to the Agreement, is hereby amended by adding Jennifer Mermilliod and a corresponding hourly rate of $250.00 to the list under the heading "HOURLY RATES" so that it will now read as follows: "Ron Nestor $250.00, Julia Malisos $200.00, Jennifer Mermilliod at $250.00."

2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

The parties have executed this First Amendment as of the date set forth above.

"City"
City of South Pasadena

Signed by:
By: Todd Hileman
5CF386AC460044B...
Todd Hileman
City Manager

"Consultant"
WHA

Signed by:
By: Lorrie Gagne
31763EE5FA040C...
Lorrie Gagne
Senior Vice President

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Attest:

By: Signed by: _____
DA4CE054C2184AA...
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz _____
A7800E5CA8A241F...
Roxanne Diaz, City Attorney

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / William Hezmalhalch Architects (WHA)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and William Hezmalhalch Architects (WHA) ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Architectural Design Services/City Architect.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City Architect and provide architectural design review assistance for the Downtown Specific Plan (DTSP) and qualifying residential or mixed-use projects. The Consultant will review and evaluate architectural and site design component of proposed residential and mixed-use development projects to ensure submittals align with the goal and policies of the City's General Plan, Downtown Specific Plan, Zoning Code, and applicable Design Guidelines, and provide general architectural review on an as-needed basis. The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

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3.2. "Agreement Administrator": The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Sixty Thousand Dollars ($60,000).

3.5. "Commencement Date": 10/16/2024.

3.6. "Termination Date": 10/16/2026

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below.

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for up to three (3) one-year extensions on the same terms and conditions and if the compensation for the additional one-year extensions is included as a budget expense. The compensation for each one-year extension shall not exceed $30,000. In no event shall the term of this Agreement, with extensions, exceed five (5) years.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

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5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Ron Nestor, Senior Principal, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance

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of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

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7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8,

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Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the

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payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this

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Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Architectural Design Services/City Architect.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

Professional Liability Insurance:

$2,000,000 per occurrence;
$4,000,000 aggregate

General Liability:

• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000

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Workers' Compensation:

- Workers' Compensation Statutory Limits
- EL Each Accident $1,000,000
- EL Disease - Policy Limit $1,000,000
- EL Disease - Each Employee $1,000,000

Automobile Liability

- Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for

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at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is:

City of South Pasadena
Attn: Alison Becker, AICP, Deputy Community Development Director
1414 Mission Street
South Pasadena, CA 91030.

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12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

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14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Alison Becker, AICP, Deputy Director
of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail:
abecker@southpasadenaca.gov

If to Consultant

Lorrie Gagne, Authorized Agent
William Hezmalhalch Architects (WHA)
200 Commerce, Suite 200
Irvine, California 92602
Telephone: (949) 250-0607
E-mail: lorrie@whainc.com

With courtesy copy to:

Roxanne Diaz
South Pasadena City Attorney
Richards Watson Gershon
350 S, Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078
E-mail: rdiaz@rwglaw.com

With courtesy copy to:

Dinna Mize, Authorized Agent
William Hezmalhalch Architects (WHA)
200 Commerce, Suite 200
Irvine, California 92602
Telephone: (949) 250-0607
E-mail: dinna@whainc.com

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work

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under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

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17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant 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 Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

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18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

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18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

Signed by:
By: Donald Penman
C9C235A36ABD40C...
Signature

Printed: Donald Penman

Title: Interim City Manager

Date: 11/7/2024

"Consultant"
WHA

Signed by:
By: Lorrie Gagne
31763EFE5FA040C...
Signature

Printed: Lorrie Gagne

Title: Authorized Agent

Date: 10/4/2024

DocuSigned by:
By: DINNA MIZE
A335C7CA86BE461...
Signature

Printed: DINNA MIZE

Title: Authorized Agent

Date: 10/4/2024

Attest:

DocuSigned by:
By: Mark Perez
8C28A8A8EFB14A7...
Mark Perez
Deputy City Clerk

Date: 11/7/2024

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
A7800E5CA8A241F...
Roxanne Diaz, City Attorney

Date: 11/7/2024

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SCOPE OF WORK

Architectural Design Review – Project Specific

TASK	SCHEDULE	ASSIGNMENT	TOTAL NOT TO EXCEED
Attend a project kick-off meeting with City staff.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Receive project plans and submission from City staff via email.	2 hours	Ron Nestor	$500.00
Review and comment on project plans and submission	2 Weeks	Ron Nestor	Amount dependent on quantity of reviews and quality of submittals.
Attend virtual or in-person meeting with developer to discuss review comments and alternative design options.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Review revised plans submitted by the developer and provide comments	Hourly if necessary	Ron Nestor	Amount dependent on potential of re-review.

HOURLY RATES

Ron Nestor	$250.00
Julia Malisos	$200.00

SCHEDULE

Written or graphic comments to be delivered within two weeks of receipt of project plans and other relevant documents. Meetings to be scheduled by City Staff.

CONFLICT OF INTEREST

None.

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COST ESTIMATE

EXHIBIT B

TASK	NOT TO EXCEED HOURLY FEE ESTIMATE
Architectural Design Review Project Specific *September 2024 - September 2026*	TIME / MATERIALS
Architectural Design Review – General Assistance to Planning Staff *September 2024 - September 2026*	$60,000.00
Design Training *September 2024 - September 2026*	TIME / MATERIALS
Specialized Design Services *September 2024 - September 2026*	TIME / MATERIALS

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SCOPE OF WORK

Architectural Design Review – Project Specific

TASK	SCHEDULE	ASSIGNMENT	TOTAL NOT TO EXCEED
Attend a project kick-off meeting with City staff.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Receive project plans and submission from City staff via email.	2 hours	Ron Nestor	$500.00
Review and comment on project plans and submission	2 Weeks	Ron Nestor	Amount dependent on quantity of reviews and quality of submittals.
Attend virtual or in-person meeting with developer to discuss review comments and alternative design options.	In Person: 4 hours Virtual: 1 Hour	Ron Nestor	$250.00 - $1,000.00
Review revised plans submitted by the developer and provide comments	Hourly if necessary	Ron Nestor	Amount dependent on potential of re-review.

HOURLY RATES

Ron Nestor	$250.00
Jennifer Mermilliod	$250.00
Julia Malisos	$200.00

Written or graphic comments to be delivered within two weeks of receipt of project plans and other relevant documents. Meetings to be scheduled by City Staff.

CONFLICT OF INTEREST

None.

SCHEDULE

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS SECOND AMENDMENT is made on this 4TH day of March, 2026 by and between the CITY OF SOUTH PASADENA ("CITY") and William Hezmalhalch Architects (WHA). ("CONSULTANT").

RECITALS

WHEREAS, on October 16, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform architectural design services for the City; and

WHEREAS, the original Agreement was in the amount of $60,000, for the Scope of Services; and

WHEREAS, on January 14, 2026, the CITY approved the First Amendment to the Agreement to include an additional Consultant name and hourly rate; and

WHEREAS, THE CITY desires to enter into this Second Amendment to the Agreement to increase the compensation by an additional $90,000, for a new aggregate total of $150,000 and to extend the term by three (3) years for a new expiration date of October 31, 2029;

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Fifty Thousand Dollars ($150,000)."

2. Section 3.6 "Termination Date" of the Agreement is hereby amended to read as follows:
   "Termination Date": 10/31/2029

3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Second Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" William Hezmalhalch Architects (WHA)
By:_____ *Signature*	By:_____ *Signature* Printed:
Printed: Todd Hileman	Lorrie Gagne
Title: City Manager	Title: Senior Vice
Date:_____	President
	Date:_____

Attest:

By:_____
Nikima S. Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

EXHIBIT A
(FIRST AMENDMENT)

City Council Agenda Report

ITEM NO. 12

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager / CFO
William Castrillon, Budget & Purchasing Manager

SUBJECT: **CONSIDERATION TO RECEIVE AND FILE THE JANUARY 2026 MONTHLY BUDGET REPORT**

Recommendation

It is recommended that the City Council receive and file the monthly budget report through January 31, 2026 (Attachment 1).

Executive Summary

This report presents the General Fund budget status for the period ending January 31, 2026. As of that date, the City had collected 50% of budgeted General Fund revenues and expended 55% of budgeted General Fund appropriations. Both revenues and expenditures are tracking within expected ranges for this point in the fiscal year.

This report is submitted monthly as a recurring consent item to provide the Finance Commission and City Council with current information on the City's fiscal position relative to the adopted budget.

Background

On August 20, 2025, City Council adopted the FY 2025-2026 Budget. The adopted General Fund budget includes $43,715,328 in revenues and $43,325,013 in appropriations. The Adopted Budget includes Work Plans for each City Department. The Finance Department's Work Plan includes preparing monthly budget reports to enhance financial management and transparency.

On February 26, 2026, the Finance Commission reviewed the Mid-year review, monthly budget report for December 2025, 5-year forecast, and fiscal year 2026-2027 budget calendar. While supportive of the monthly budget report, the Commission focused on refining the monthly reporting format to make it more digestible for City Council, requesting clearer variance and percentage information to improve usability for policy decision-making.

On March 4, 2026, the City Council reviewed the Mid-year review, the monthly budget report for December 2025, 5-year forecast, fiscal year 2026-2027 budget calendar, and the feedback provided by the Finance Commission. Monthly budget reports will be provided to the Finance Commission as a receive and file report at each regular meeting.

On March 26, 2026, the Finance Commission reviewed and filed the monthly budget report for

January 2026 and provided feedback on the report. The Finance Department received the feedback and updated the January report for City Council review.

Analysis
The purpose of this report is to present General Fund budget performance as of January 31, 2026, which represents seven (7) months, or approximately 55%, of the fiscal year. Attachment 1, includes detailed revenues received and expenditures incurred through that date against the Adjusted Budget.

The following items are noted for the reporting period.

REVENUES

The following are notable revenue activities through January 2026:

Revenue Categories
- Charges for Current Services
  - Average revenue since FY 2024 is $2,563,122 for January.
  - Year-to-date actuals total of $3,075,762, primarily due to increases in Building Permits (up $430k) and Paramedic Fees (up $660k).
- Intergovernmental
  - $2.2 million Motor Vehicle in Lieu Adjustment for the month of January. Generally received in January and May.
    In January, received $60,000 in FEMA reimbursement through Cal OES as part of the COVID response project, and $10,000 Carnegie Grant for the Library.
- Assessment
  - This category is dependent on the State when they process the State Library Special Tax. It is possible more deposits will be made later in the spring and early summer.
- Fines, Forfeitures & Penalties
  - Revenue has increased compared to FY 2024, averaging $48,095. January revenue totaled $52,719. Includes Vehicle Code Fines, Parking Citations, and Other Court Fines.
- Other Revenue
  - Average annual revenue since FY 2024 is $689,307. The Current year to date actuals as of January total $787,977.
  - Increases are mainly due to higher Recycling Revenue and reimbursements from the Sewer Fund ($82k) and Water Fund ($596k) for overhead allocation..

EXPENDITURES

The following are notable expenditure activities through January 2026:

Expenditure Categories
- Benefits
  - The one-time $3.9 million UAL payment at the beginning of the fiscal year is the main factor for the year-to-date expenditure amount, however all other expenditures in this category are at expected levels and are projected to continue through the remainder of the fiscal year.
  - January shows a slight increase in salaries and benefits due to three payroll

periods within the month.

- Capital Outlay
  - IT is developing a hardware replacement plan which is planned to be expensed before the end of the fiscal year.

Departments

- Public Works
  - Due to staffing transitions in December and the Winter Holiday Break, some payments were processed in January.
  - Multiple facility projects were completed in January, including the installation of a security door, repairs to the library ceiling caused by the rain in January, and repairs and upgrades at Orange Grove Park.
- Human Resources
  - Initially under the Finance Department, the Human Resources Department was created in October, after the budget adoption. Budget was moved from Finance to Human Resources, but not reflected in the report (Attachment 1).

Based on the data presented, General Fund revenues and expenditures for the reporting period are consistent with expectations for this point in the fiscal year. Staff recommends the City Council to receive and file this report.

Fiscal Impact

This report is informational only. There is no fiscal impact associated with receiving and filing this report.

Attachment:

Attachment No. 1 - Monthly Report As of January 2026

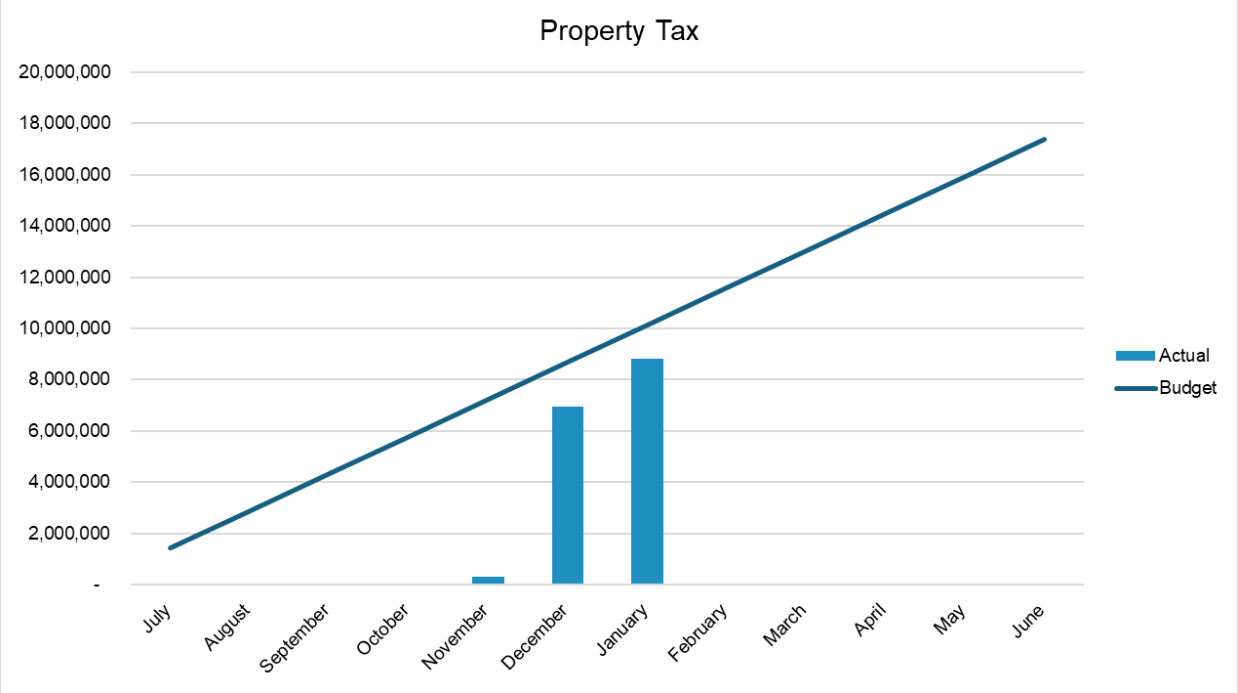
Monthly Budget Report as of January 31, 2026
General Fund (101)

I. REVENUE BY CATEGORY

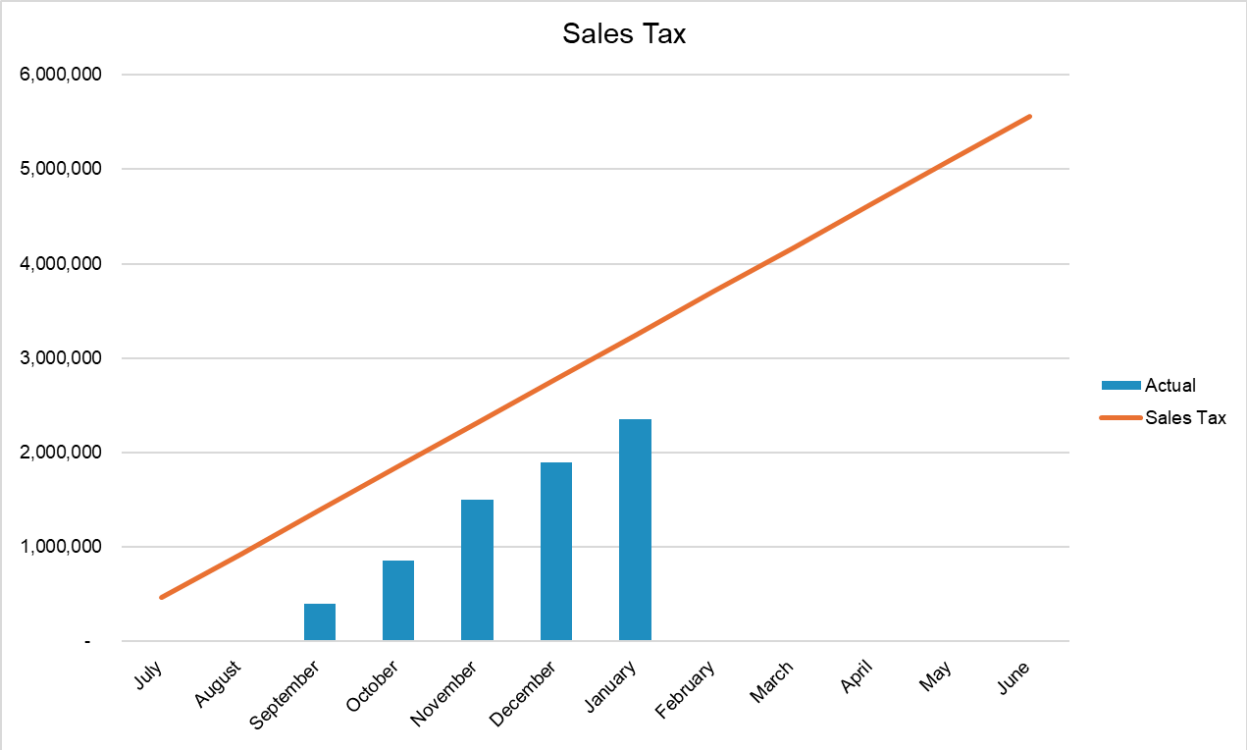
ADOPTED BUDGET	
Category	FY 2025-2026 Adopted Budget
Property Tax	17,377,356
Sales Tax	5,562,209
Utility Users Tax	4,544,810
Charges for Current Services	3,390,618
Intergovernmental	4,811,273
Assessment	428,200
Fines, Forfeitures & Penalties	63,350
Licenses & Permits	1,026,802
Use of Money & Property	1,148,690
Interfund Transfer	1,610,849
Other Taxes	1,943,598
Other Revenue	1,807,573
Total	43,715,328

ACTUAL BY PERIOD							
Category	July	August	September	October	November	December	January
Property Tax	-	1	-	-	295,840	6,667,747	1,839,623
Sales Tax	-	-	399,140	457,254	640,509	403,497	456,430
Utility Users Tax	(5,741)	218,578	481,011	396,355	395,605	302,975	346,517
Charges for Current Services	381,843	325,542	305,755	319,984	535,790	600,235	606,614
Intergovernmental	-	-	50,371	1,599	-	261,250	2,282,746
Assessment	-	(1)	-	-	3,647	171,978	43,427
Fines, Forfeitures & Penalties	8,723	7,824	8,551	7,207	6,573	5,770	8,071
Licenses & Permits	37,091	137,403	78,771	104,434	91,880	123,045	102,714
Use of Money & Property	(159,682)	44,451	245,762	46,442	47,940	58,246	152,008
Interfund Transfer	-	-	-	-	-	-	-
Other Taxes	-	200,438	68,055	91,282	82,870	51,950	286,222
Other Revenue	9,203	20,426	9,097	27,900	17,789	600,731	114,832
Total	**271,436**	**954,663**	**1,646,513**	**1,452,457**	**2,118,443**	**9,247,425**	**6,239,202**

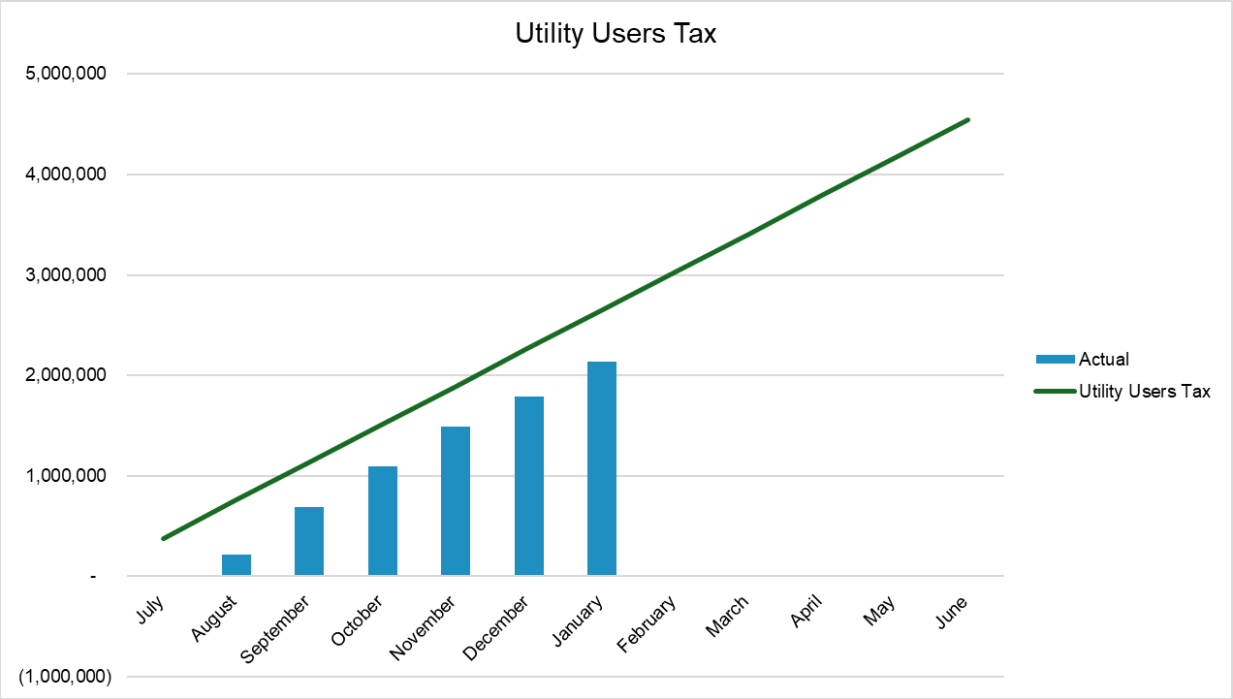
YEAR TO DATE ACTUAL							
Category	July	August	September	October	November	December	January
Property Tax	-	1	1	1	295,841	6,963,588	8,803,211
Sales Tax	-	-	399,140	856,394	1,496,903	1,900,401	2,356,831
Utility Users Tax	(5,741)	212,837	693,848	1,090,203	1,485,809	1,788,784	2,135,300
Charges for Current Services	381,843	707,385	1,013,140	1,333,124	1,868,913	2,469,149	3,075,762
Intergovernmental	-	-	50,371	51,971	51,971	313,221	2,595,966
Assessment	-	(1)	(1)	(1)	3,647	175,625	219,051
Fines, Forfeitures & Penalties	8,723	16,547	25,098	32,305	38,878	44,648	52,719
Licenses & Permits	37,091	174,494	253,265	357,698	449,578	572,624	675,338
Use of Money & Property	(159,682)	(115,231)	130,531	176,972	224,912	283,158	435,167
Interfund Transfer	-	-	-	-	-	-	-
Other Taxes	-	200,438	268,493	359,775	442,645	494,595	780,817
Other Revenue	9,203	29,629	38,726	66,626	84,415	685,145	799,978
Total	**271,436**	**1,226,099**	**2,872,612**	**4,325,070**	**6,443,513**	**15,690,938**	**21,930,140**



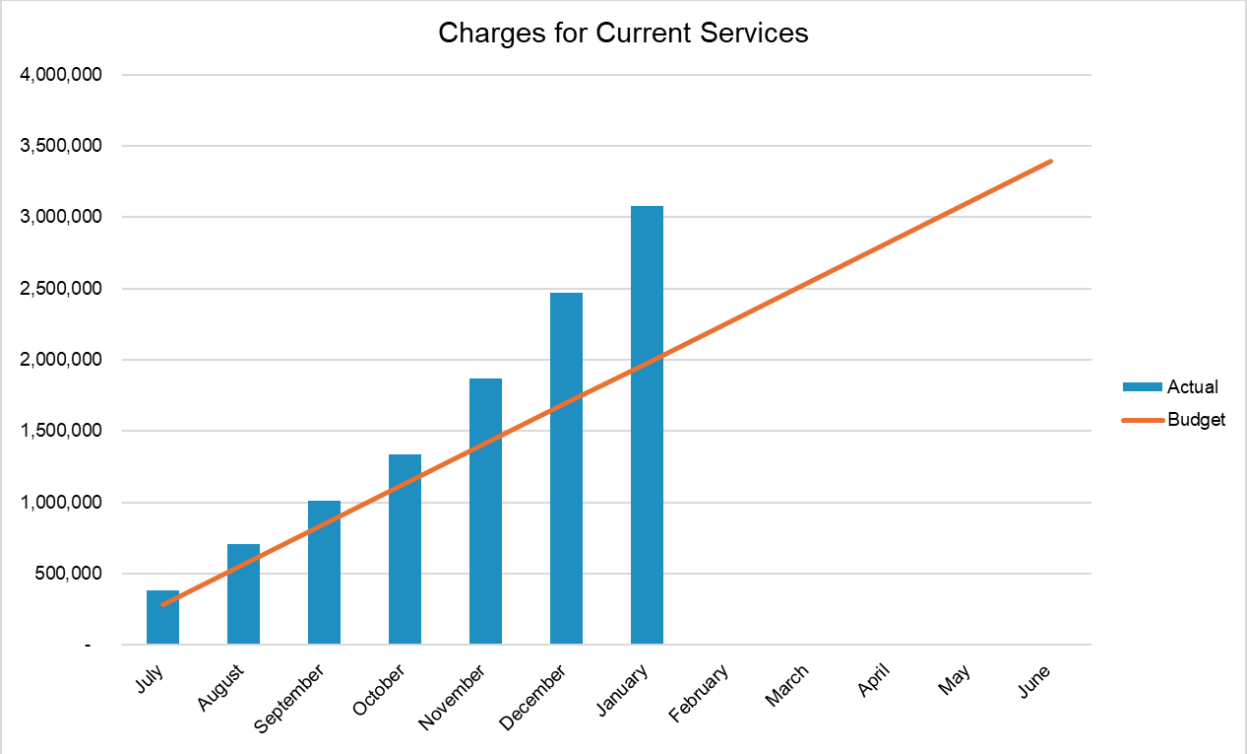
PROPERTY TAX					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	1	1	(1)	0%	-
September	-	1	(1)	0%	-
October	-	1	868,867	5%	868,868
November	295,840	295,841	1,441,895	8%	1,737,736
December	6,667,747	6,963,588	(881,514)	-5%	6,082,075
January	1,839,623	8,803,211	(1,852,269)	-11%	6,950,943
Feburary	-	-	-	0%	7,819,810
March	-	-	-	0%	9,557,546
April	-	-	-	0%	12,164,150
May	-	-	-	0%	13,901,885
June	-	-	-	0%	17,377,356
TOTAL	**8,803,211**				



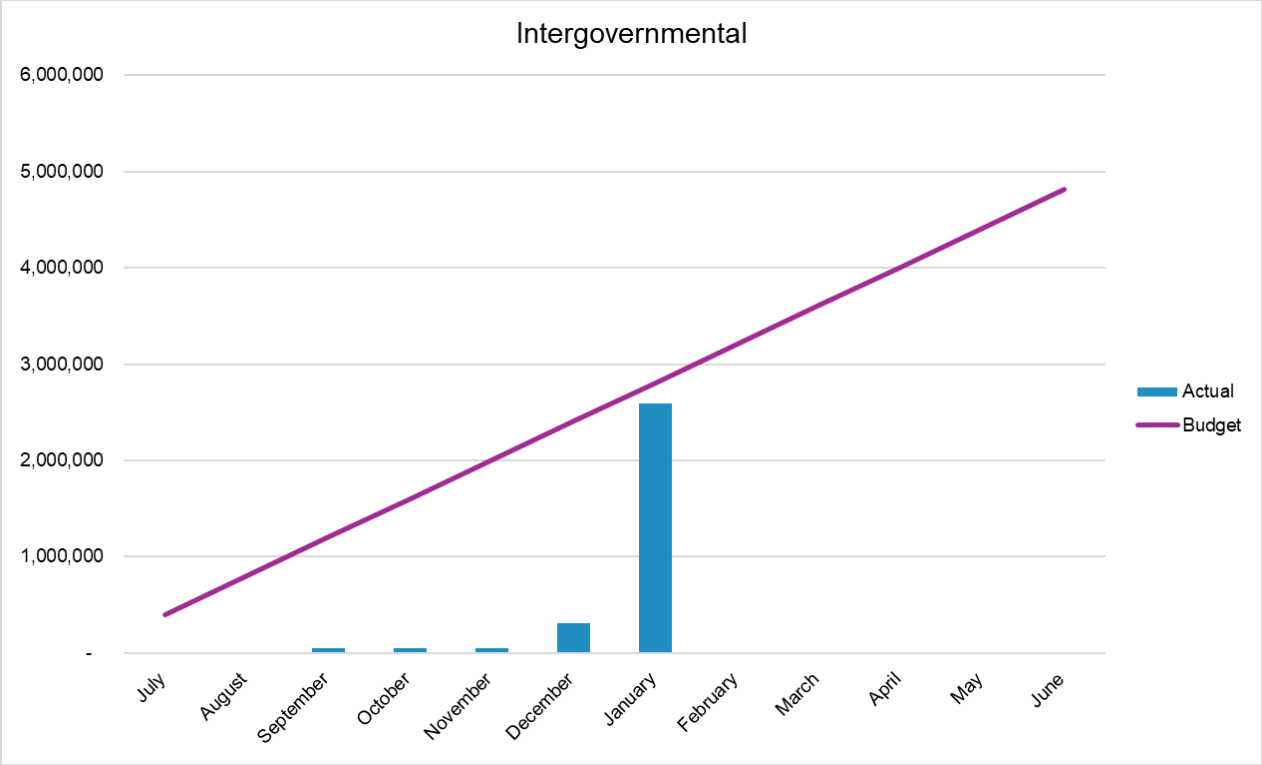
Sales Tax					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	399,140	399,140	(399,140)	7%	-
October	457,254	856,394	(578,284)	15%	278,110
November	640,509	1,496,903	(940,682)	27%	556,221
December	403,497	1,900,401	(880,662)	34%	1,019,738
January	456,430	2,356,831	(131,947)	42%	2,224,884
Feburary	-	-	-	0%	2,502,994
March	-	-	-	0%	3,059,215
April	-	-	-	0%	3,893,546
May	-	-	-	0%	4,449,767
June	-	-	-	0%	5,562,209
TOTAL	**2,356,831**				



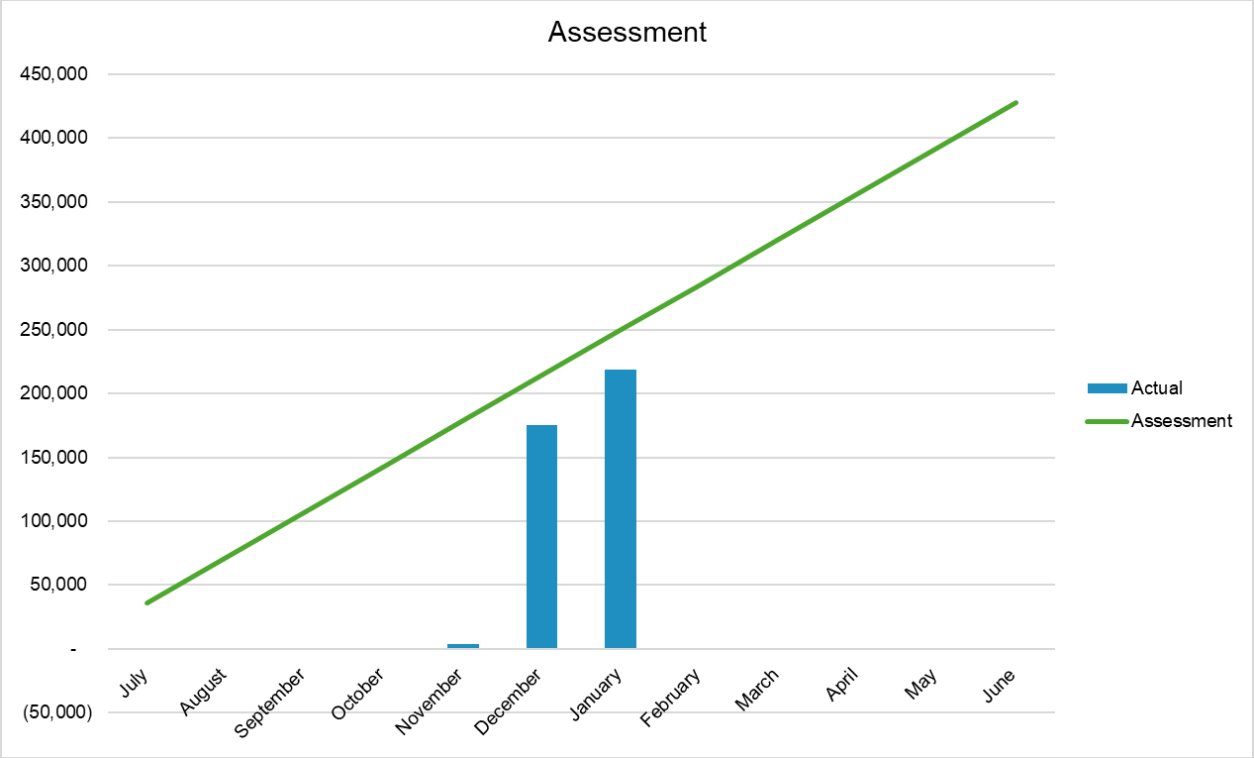
Utitlity Users Tax					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	(5,741)	(5,741)	5,741	0%	-
August	218,578	212,837	(212,837)	5%	-
September	481,011	693,848	(693,848)	15%	-
October	396,355	1,090,203	(862,963)	24%	227,240
November	395,605	1,485,809	(1,031,328)	33%	454,481
December	302,975	1,788,784	(955,568)	39%	833,215
January	346,517	2,135,300	(317,376)	47%	1,817,924
Feburary	-	-	-	0%	2,045,164
March	-	-	-	0%	2,499,645
April	-	-	-	0%	3,181,367
May	-	-	-	0%	3,635,848
June	-	-	-	0%	4,544,810
TOTAL	**2,135,300**				



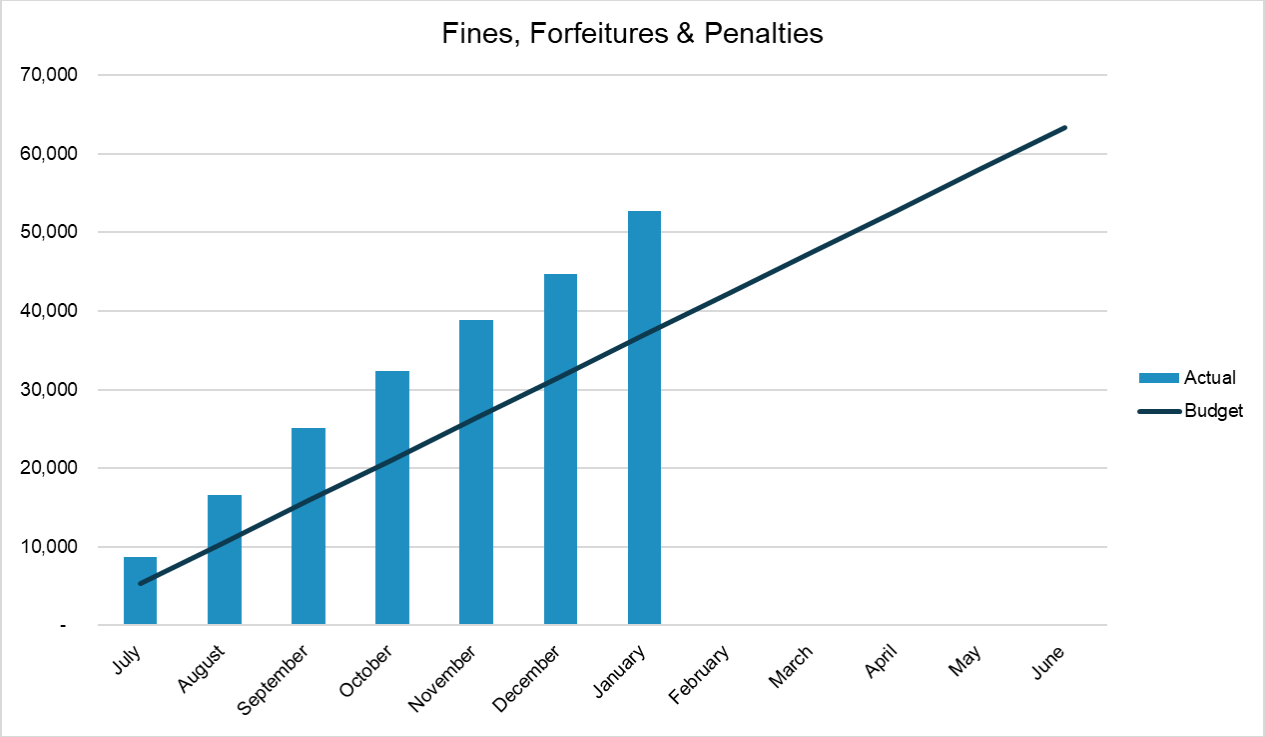
Charges for Current Services					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	381,843	381,843	(381,843)	11%	-
August	325,542	707,385	(707,385)	21%	-
September	305,755	1,013,140	(1,013,140)	30%	-
October	319,984	1,333,124	(1,163,593)	39%	169,531
November	535,790	1,868,913	(1,529,852)	55%	339,062
December	600,235	2,469,149	(1,847,535)	73%	621,613
January	606,614	3,075,762	(1,719,515)	91%	1,356,247
Feburary	-	-	-	0%	1,525,778
March	-	-	-	0%	1,864,840
April	-	-	-	0%	2,373,433
May	-	-	-	0%	2,712,494
June	-	-	-	0%	3,390,618
TOTAL	**3,075,762**				



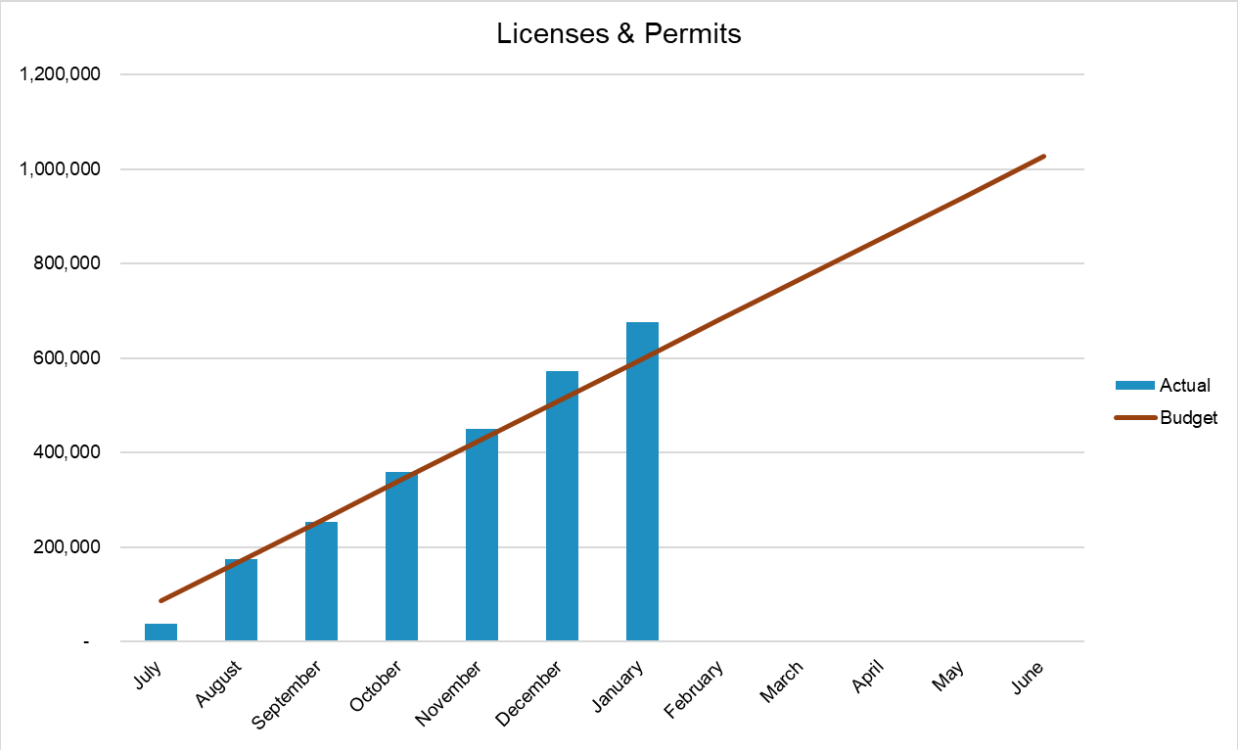
Intergovernmental					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	50,371	50,371	(50,371)	1%	-
October	1,599	51,971	188,593	1%	240,564
November	-	51,971	429,156	1%	481,127
December	261,250	313,221	568,846	7%	882,067
January	2,282,746	2,595,966	(671,457)	54%	1,924,509
Feburary	-	-	-	0%	2,165,073
March	-	-	-	0%	2,646,200
April	-	-	-	0%	3,367,891
May	-	-	-	0%	3,849,018
June	-	-	-	0%	4,811,273
TOTAL	**2,595,966**				



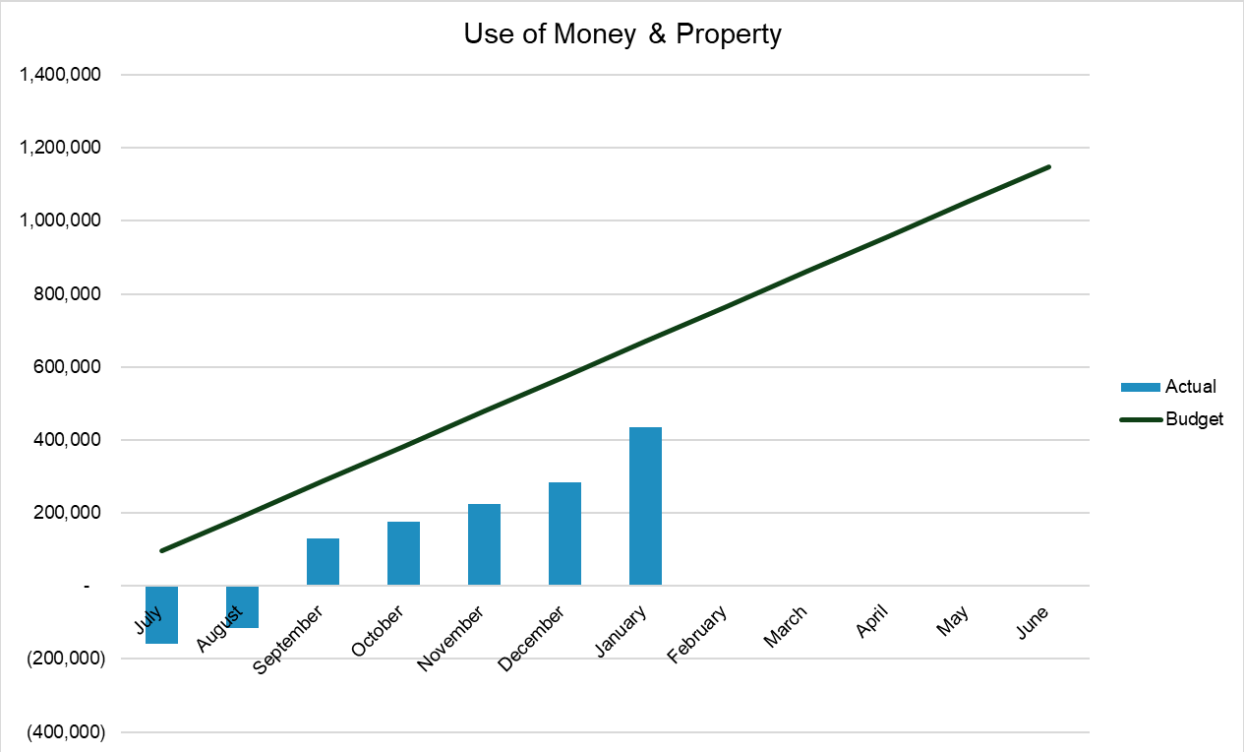
Assessment					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	(1)	(1)	1	0%	-
September	-	(1)	1	0%	-
October	-	(1)	21,411	0%	21,410
November	3,647	3,647	39,173	1%	42,820
December	171,978	175,625	(97,121)	41%	78,503
January	43,427	219,051	(47,771)	51%	171,280
Feburary	-	-	-	0%	192,690
March	-	-	-	0%	235,510
April	-	-	-	0%	299,740
May	-	-	-	0%	342,560
June	-	-	-	0%	428,200
TOTAL	**219,051**				



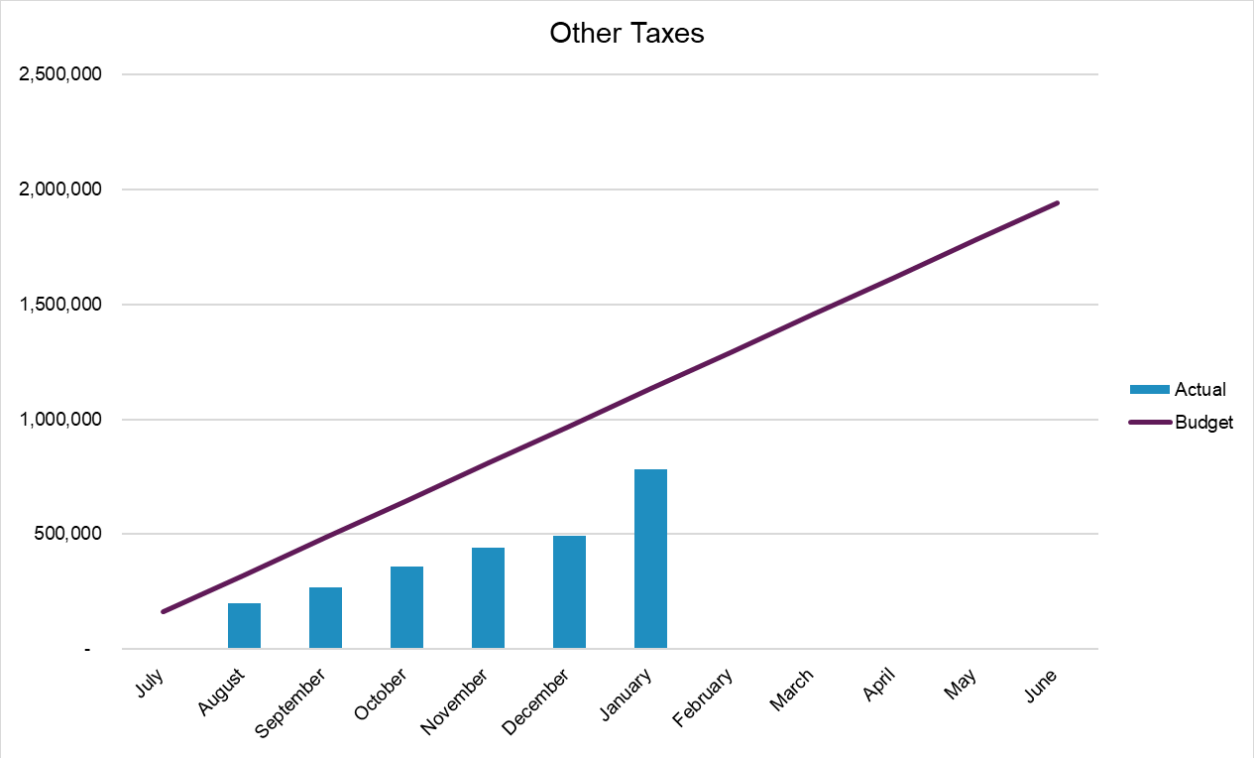
Fines, Forfeitures & Penalties					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	8,723	8,723	(8,723)	14%	-
August	7,824	16,547	(16,547)	26%	-
September	8,551	25,098	(25,098)	40%	-
October	7,207	32,305	(29,138)	51%	3,167
November	6,573	38,878	(32,543)	61%	6,335
December	5,770	44,648	(33,034)	70%	11,614
January	8,071	52,719	(27,379)	83%	25,340
Feburary	-	-	-	0%	28,507
March	-	-	-	0%	34,842
April	-	-	-	0%	44,345
May	-	-	-	0%	50,680
June	-	-	-	0%	63,350
TOTAL	**52,719**				



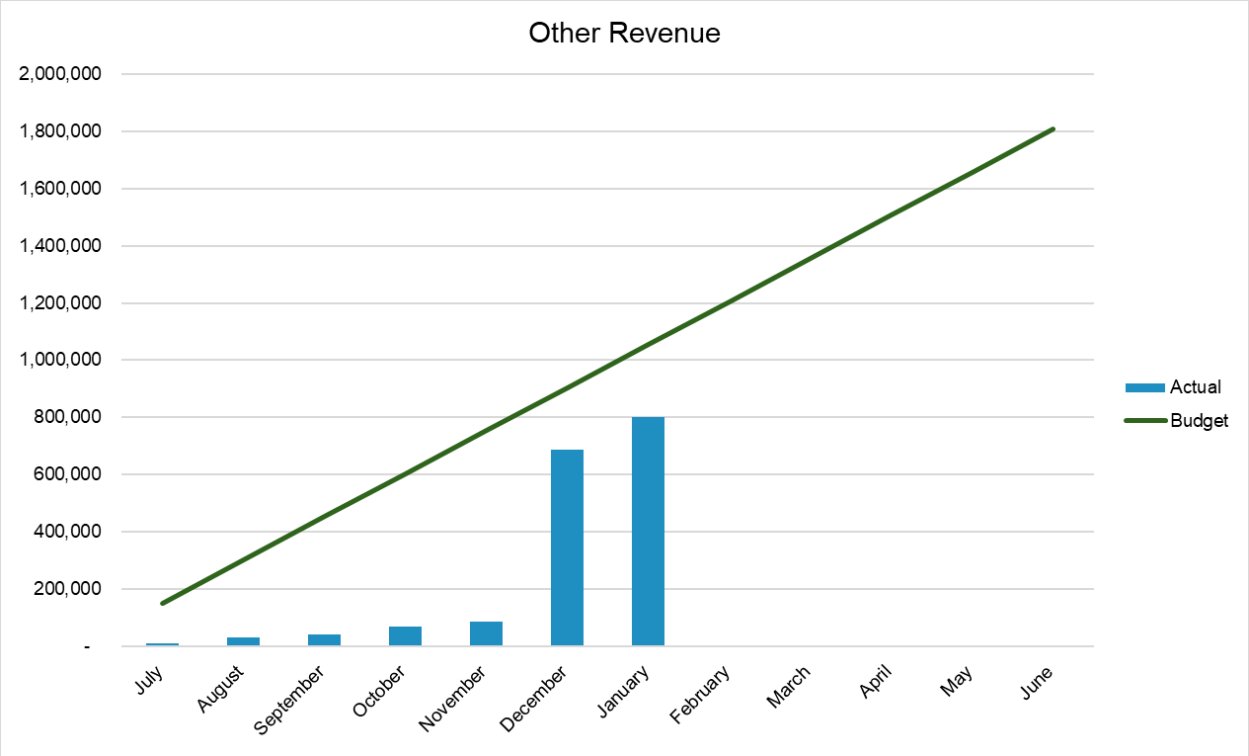
Licenses & Permits					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	37,091	37,091	(37,091)	4%	-
August	137,403	174,494	(174,494)	17%	-
September	78,771	253,265	(253,265)	25%	-
October	104,434	357,698	(306,358)	35%	51,340
November	91,880	449,578	(346,898)	44%	102,680
December	123,045	572,624	(384,377)	56%	188,247
January	102,714	675,338	(264,617)	66%	410,721
Feburary	-	-	-	0%	462,061
March	-	-	-	0%	564,741
April	-	-	-	0%	718,761
May	-	-	-	0%	821,442
June	-	-	-	0%	1,026,802
TOTAL	**675,338**				



Use of Money & Property					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	(159,682)	(159,682)	159,682	-14%	-
August	44,451	(115,231)	115,231	-10%	-
September	245,762	130,531	(130,531)	11%	-
October	46,442	176,972	(119,538)	15%	57,435
November	47,940	224,912	(110,043)	20%	114,869
December	58,246	283,158	(72,565)	25%	210,593
January	152,008	435,167	24,309	38%	459,476
Feburary	-	-	-	0%	516,911
March	-	-	-	0%	631,780
April	-	-	-	0%	804,083
May	-	-	-	0%	918,952
June	-	-	-	0%	1,148,690
TOTAL	**435,167**				



Other Taxes					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	200,438	200,438	(200,438)	10%	-
September	68,055	268,493	(268,493)	14%	-
October	91,282	359,775	(262,595)	19%	97,180
November	82,870	442,645	(248,285)	23%	194,360
December	51,950	494,595	(138,269)	25%	356,326
January	286,222	780,817	(3,378)	40%	777,439
Feburary	-	-	-	0%	874,619
March	-	-	-	0%	1,068,979
April	-	-	-	0%	1,360,519
May	-	-	-	0%	1,554,878
June	-	-	-	0%	1,943,598
TOTAL	**780,817**				



Other Revenue					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	9,203	9,203	(9,203)	1%	-
August	20,426	29,629	(29,629)	2%	-
September	9,097	38,726	(38,726)	2%	-
October	27,900	66,626	23,753	4%	90,379
November	17,789	84,415	96,343	5%	180,757
December	600,731	685,145	(353,757)	38%	331,388
January	114,832	799,978	(76,948)	44%	723,029
Feburary	-	-	-	0%	813,408
March	-	-	-	0%	994,165
April	-	-	-	0%	1,265,301
May	-	-	-	0%	1,446,058
June	-	-	-	0%	1,807,573
TOTAL	**799,978**				

I. EXPENSES BY CATEGORY[1]

ADOPTED BUDGET BY CATEOGORY	
Category	**FY 2025-2026 Adopted Budget**
Salaries & Wages	21,251,246
Benefits	7,757,857
Operating Expenses	13,032,481
Capital Outlay	435,050
Other Expenses	2,039
Transfers	846,340
Total	**43,325,013**

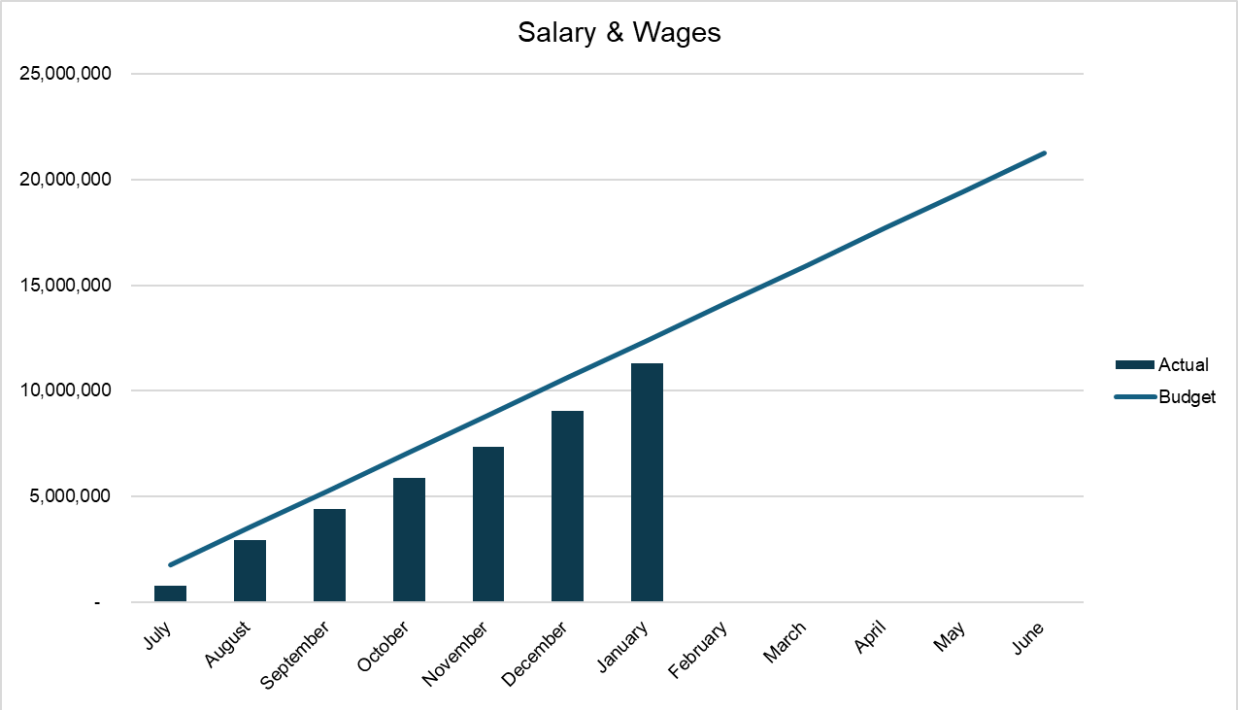
ACTUAL BY PERIOD

Category	July	August	September	October	November	December	January
Salaries & Wages	791,166	2,137,814	1,467,291	1,458,323	1,497,844	1,686,552	2,250,326
Benefits	4,121,272	451,936	307,128	313,595	271,140	300,548	518,142
Operating Expenses	498,896	677,029	1,138,667	1,099,886	722,253	916,412	1,177,251
Capital Outlay	-	1,203	8,010	19,539	1,512	20,475	5,754
Other Expenses	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	-
Total	**5,411,334**	**3,267,981**	**2,921,095**	**2,891,343**	**2,492,749**	**2,969,455**	**3,951,473**

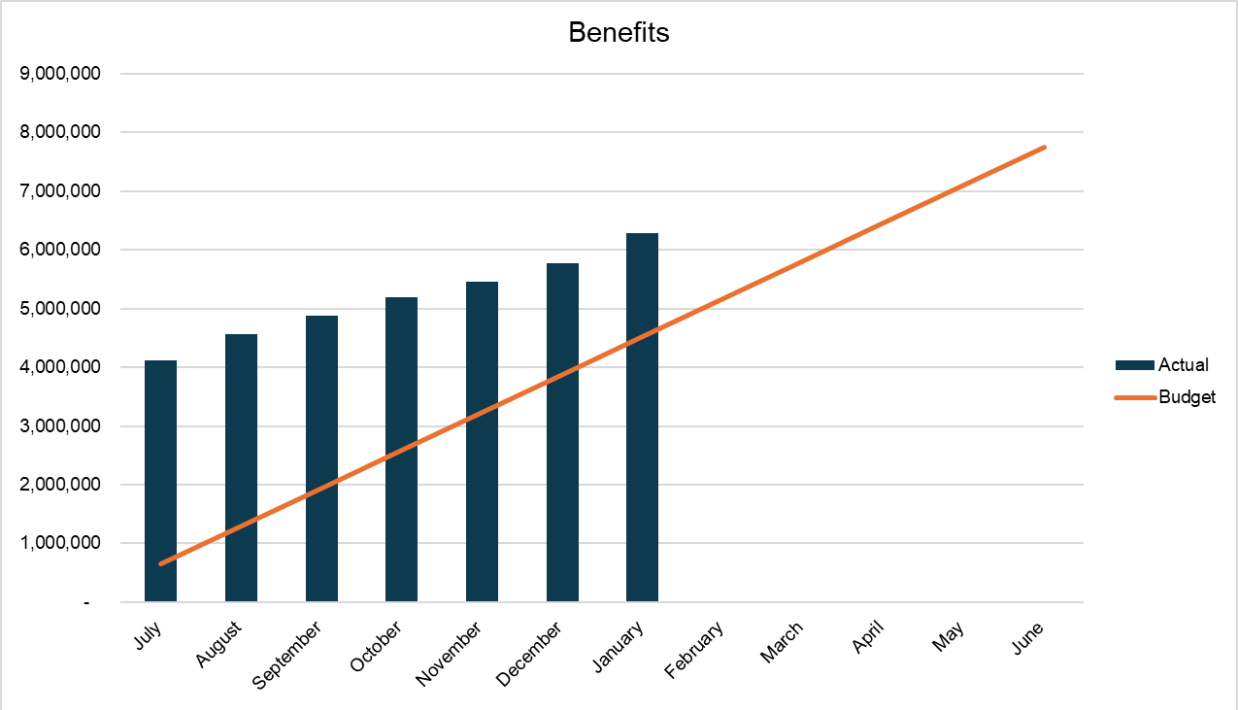
YEAR TO DATE ACTUAL

Department	July	August	September	October	November	December	January
Salaries & Wages	791,166	2,928,980	4,396,271	5,854,593	7,352,437	9,038,989	11,289,315
Benefits	4,121,272	4,573,208	4,880,335	5,193,931	5,465,071	5,765,619	6,283,760
Operating Expenses	498,896	1,175,925	2,314,592	3,414,478	4,136,731	5,053,143	6,230,393
Capital Outlay	-	1,203	9,212	28,751	30,263	50,738	56,492
Other Expenses	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	45,469	45,469
Total	**5,411,334**	**8,679,315**	**11,600,411**	**14,491,753**	**16,984,502**	**19,953,957**	**23,905,430**

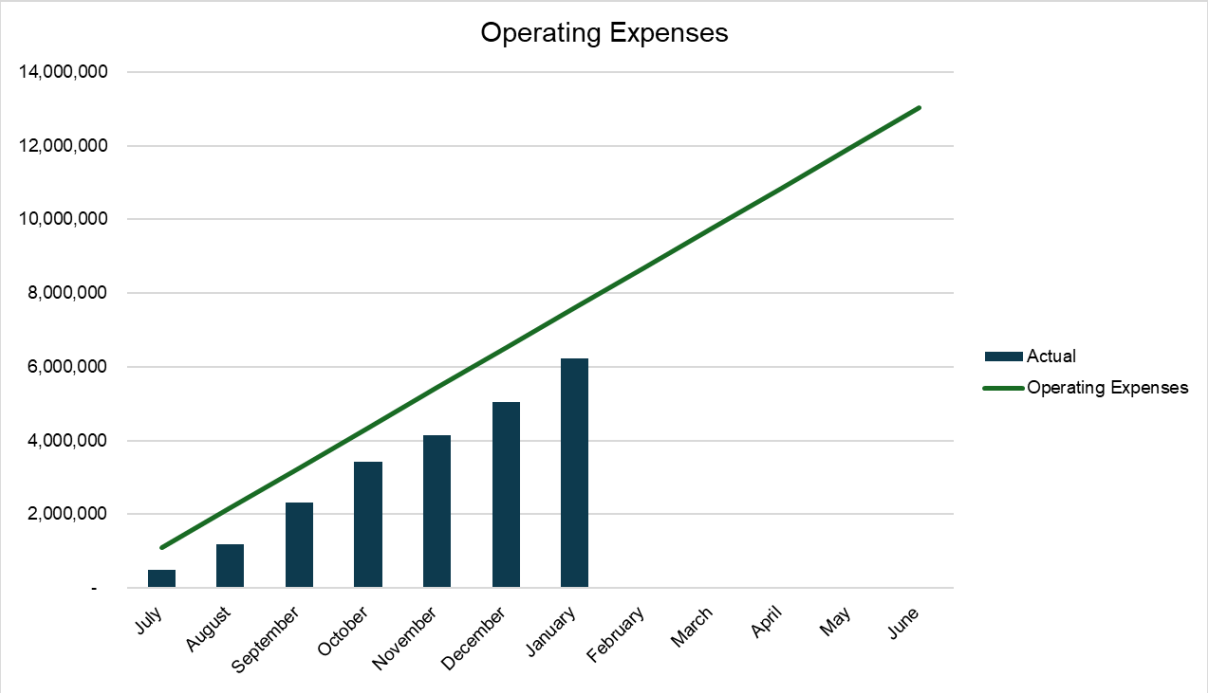
[1] Charts and tables for categories that have no data have been excluded from this report.



Salary & Wages					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	791,166	791,166	979,771	4%	1,770,937
August	2,137,814	2,928,980	612,895	14%	3,541,874
September	1,467,291	4,396,271	916,541	21%	5,312,811
October	1,458,323	5,854,593	1,229,155	28%	7,083,749
November	1,497,844	7,352,437	1,502,249	35%	8,854,686
December	1,686,552	9,038,989	1,586,634	43%	10,625,623
January	2,250,326	11,289,315	1,107,245	53%	12,396,560
Feburary	-	-	-	0%	14,167,497
March	-	-	-	0%	15,938,434
April	-	-	-	0%	17,709,372
May	-	-	-	0%	19,480,309
June	-	-	-	0%	21,251,246
TOTAL	**11,289,315**				

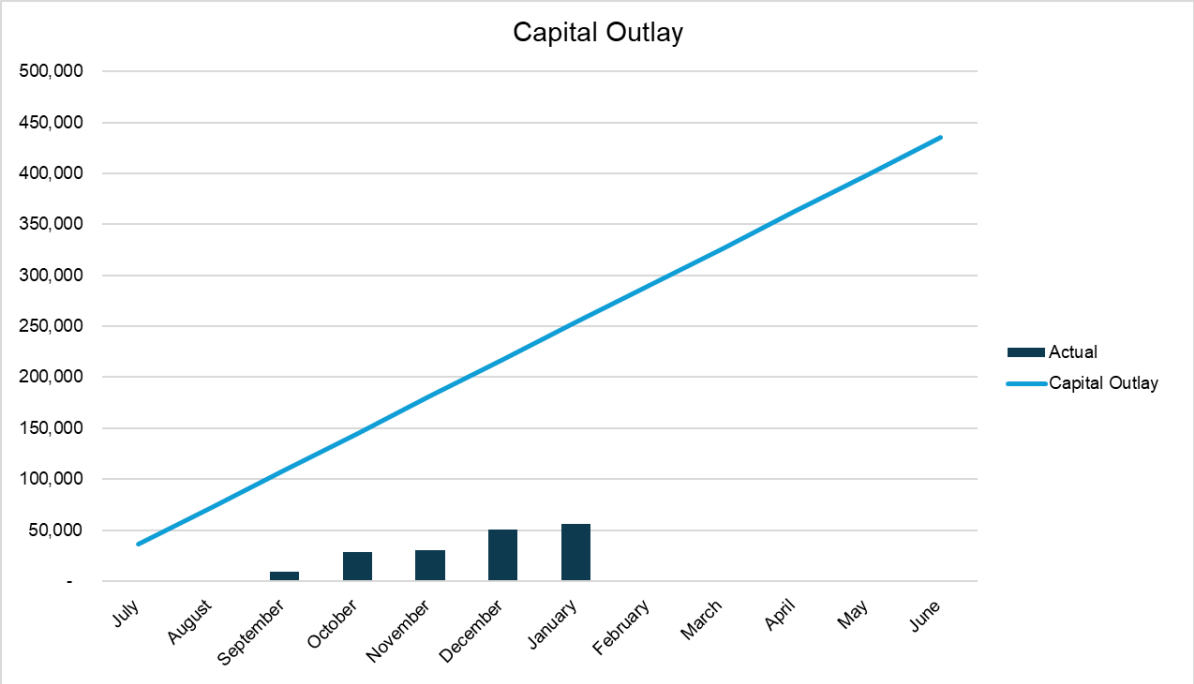


Benefits					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	4,121,272	4,121,272	(3,474,784)	53%	646,488
August	451,936	4,573,208	(3,280,232)	59%	1,292,976
September	307,128	4,880,335	(2,940,871)	63%	1,939,464
October	313,595	5,193,931	(2,607,979)	67%	2,585,952
November	271,140	5,465,071	(2,232,631)	70%	3,232,440
December	300,548	5,765,619	(1,886,690)	74%	3,878,929
January	518,142	6,283,760	(1,758,344)	81%	4,525,417
Feburary	-	-	-	0%	5,171,905
March	-	-	-	0%	5,818,393
April	-	-	-	0%	6,464,881
May	-	-	-	0%	7,111,369
June	-	-	-	0%	7,757,857
TOTAL	**6,283,760**				

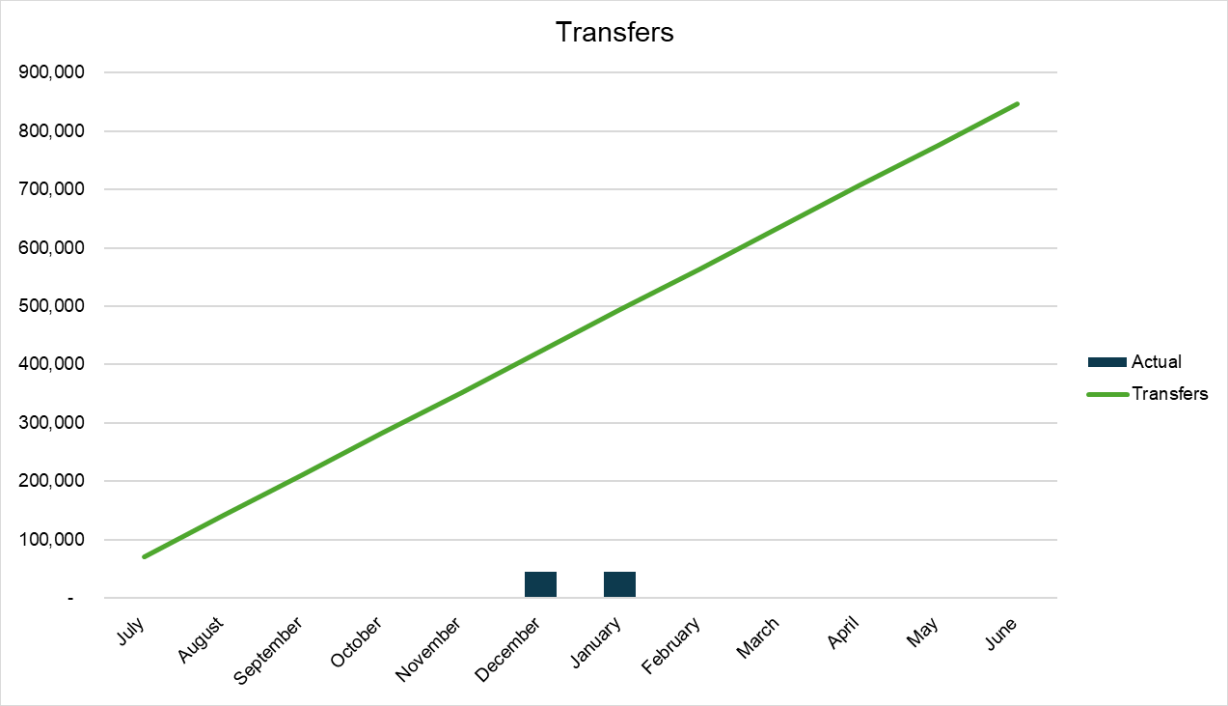


Operating Expenses

Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	498,896	498,896	587,144	4%	1,086,040
August	677,029	1,175,925	996,155	9%	2,172,080
September	1,138,667	2,314,592	943,528	18%	3,258,120
October	1,099,886	3,414,478	929,682	26%	4,344,160
November	722,253	4,136,731	1,293,470	32%	5,430,200
December	916,412	5,053,143	1,463,098	39%	6,516,241
January	1,177,251	6,230,393	1,371,887	48%	7,602,281
Feburary	-	-	-	0%	8,688,321
March	-	-	-	0%	9,774,361
April	-	-	-	0%	10,860,401
May	-	-	-	0%	11,946,441
June	-	-	-	0%	13,032,481
TOTAL	**6,230,393**				



Capital Outlay					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	36,254	0%	36,254
August	1,203	1,203	71,306	0%	72,508
September	8,010	9,212	99,550	2%	108,763
October	19,539	28,751	116,265	7%	145,017
November	1,512	30,263	151,007	7%	181,271
December	20,475	50,738	166,787	12%	217,525
January	5,754	56,492	197,287	13%	253,779
Feburary	-	-	-	0%	290,033
March	-	-	-	0%	326,288
April	-	-	-	0%	362,542
May	-	-	-	0%	398,796
June	-	-	-	0%	435,050
TOTAL	**56,492**				



Transfers					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	70,528	0%	70,528
August	-	-	141,057	0%	141,057
September	-	-	211,585	0%	211,585
October	-	-	282,113	0%	282,113
November	-	-	352,642	0%	352,642
December	45,469	45,469	377,701	5%	423,170
January	-	45,469	448,229	5%	493,698
Feburary	-	-	-	0%	564,227
March	-	-	-	0%	634,755
April	-	-	-	0%	705,283
May	-	-	-	0%	775,812
June	-	-	-	0%	846,340
TOTAL	**45,469**				

II. EXPENSES BY DEPARTMENT[2]

ADOPTED BUDGET	
Department	**FY 2025-2026 Total Adopted**
City Council	**148,444**
City Manager's Office	**2,616,104**
City Treasurer	**9,835**
Community Development	**3,098,239**
Community Services	**2,183,925**
Finance	**7,429,406**
Fire	**7,732,501**
Human Resources	**-**
Library	**2,486,768**
Police	**13,222,090**
Public Works	**3,551,361**
Transfers	**846,340**
Total	**43,325,013**

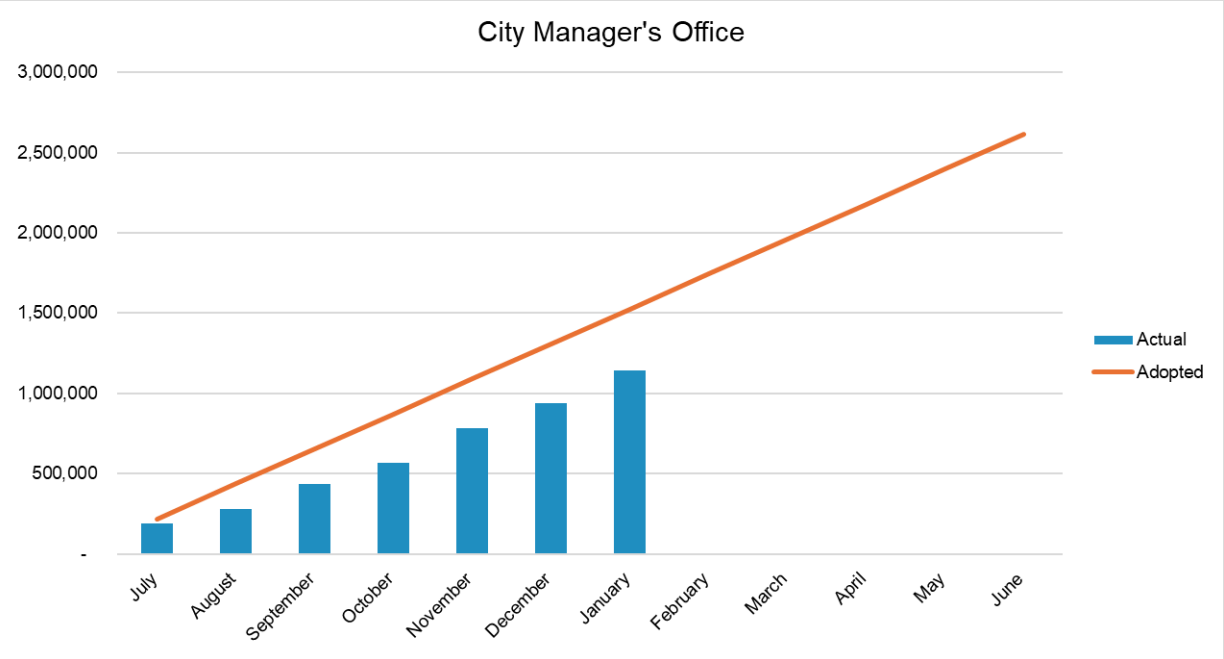
ACTUAL BY PERIOD

Department	July	August	September	October	November	December	January
City Manager's Office	191,604	86,937	153,983	135,854	213,764	157,144	204,571
Community Development	260,805	228,583	155,570	266,779	196,792	121,252	448,560
Community Services	215,380	183,538	140,655	108,286	99,752	102,711	118,599
Finance	261,638	523,058	758,923	254,773	229,238	744,977	458,519
Fire	1,384,574	615,519	497,241	446,065	426,208	478,397	747,935
Human Resources	-	-	-	358,633	18,551	25,081	65,725
Library	325,329	281,581	127,821	176,192	165,343	166,615	239,584
Police	2,558,016	1,099,260	841,516	844,081	840,817	903,993	1,264,842
Public Works	217,312	230,873	229,701	273,848	299,500	218,643	369,768
Total	**5,414,659**	**3,249,351**	**2,905,411**	**2,864,509**	**2,489,966**	**2,918,812**	**3,918,102.56**

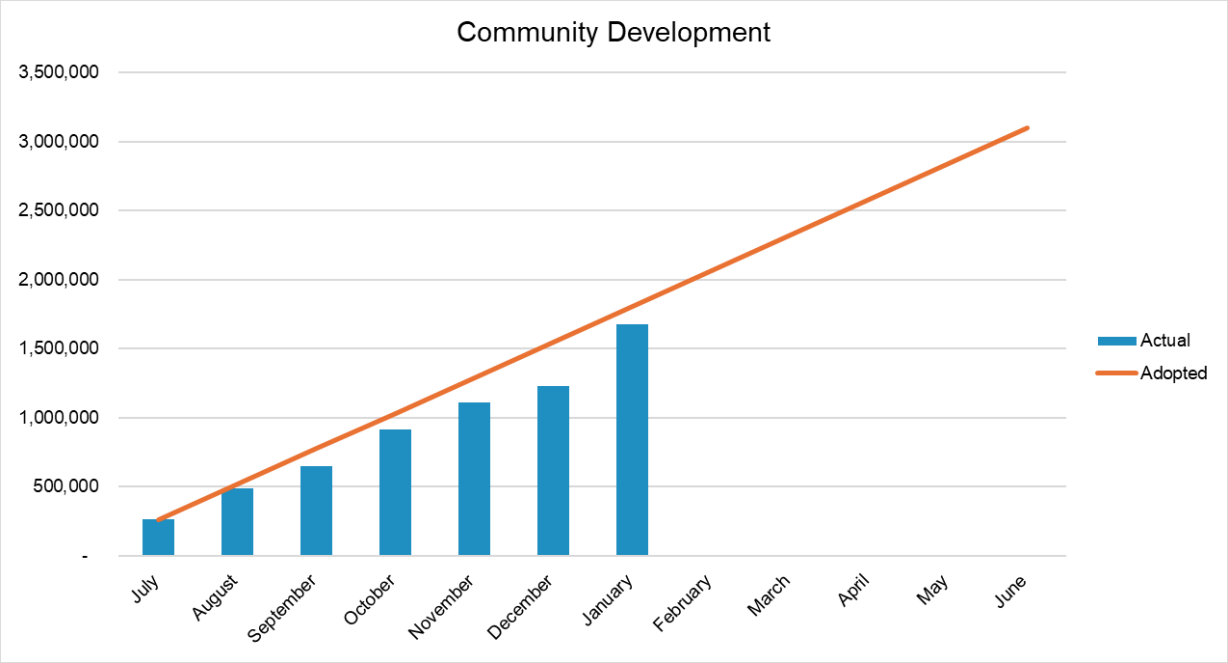
YEAR TO DATE ACTUALS

Department	July	August	September	October	November	December	January
City Manager's Office	191,604	278,541	432,524	568,378	782,142	939,286	1,143,780
Community Development	260,805	489,388	644,959	911,737	1,108,529	1,229,781	1,678,341
Community Services	215,380	398,918	539,573	647,859	747,611	850,322	968,921
Finance	261,638	784,696	1,543,619	1,798,392	2,027,630	2,772,607	3,231,126
Fire	1,384,574	2,000,094	2,497,335	2,943,400	3,369,608	3,848,004	4,595,940
Human Resources	-	-	-	358,633	377,184	402,265	467,990
Library	325,329	606,910	734,731	910,923	1,076,266	1,242,881	1,482,465
Police	2,558,016	3,657,277	4,498,793	5,342,873	6,183,691	7,087,683	8,352,526
Public Works	217,312	448,185	677,886	951,734	1,251,234	1,469,877	1,839,645
TOTAL ACTUALS	**5,414,659**	**8,664,009**	**11,569,420**	**14,433,930**	**16,923,895**	**19,842,707**	**23,760,733**

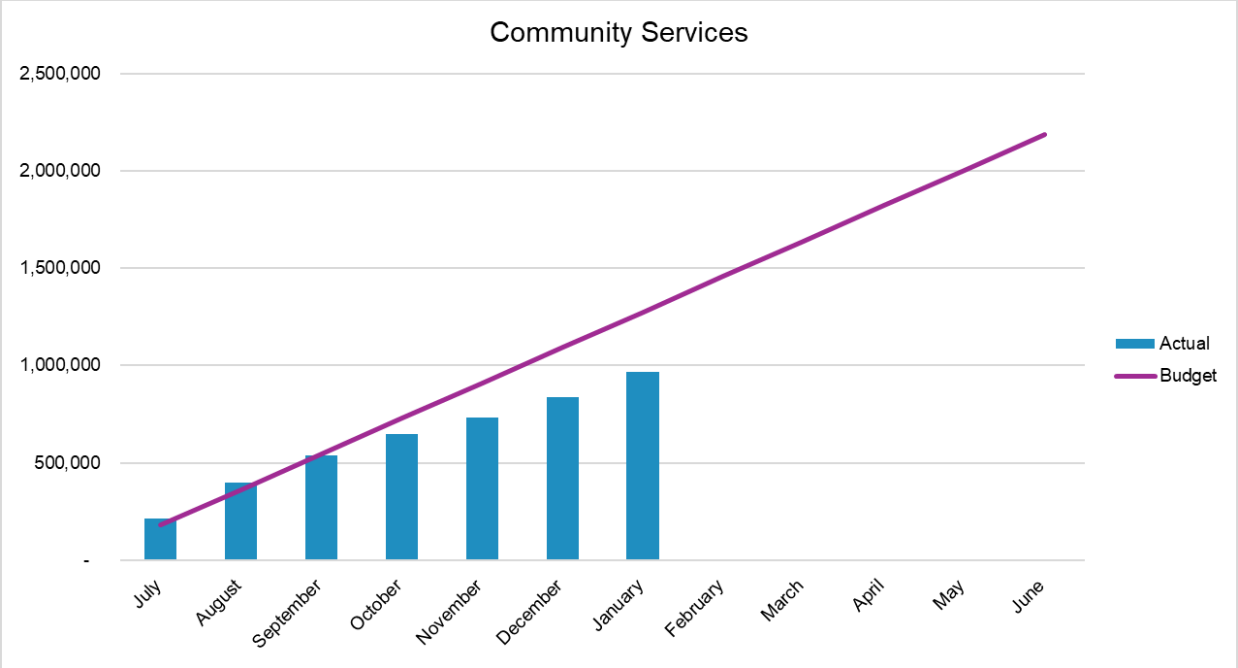
[2] This report only includes operating departments (i.e., City Manager's Office, Community Development). Transfers will be reflected in section II Expenses by Category.



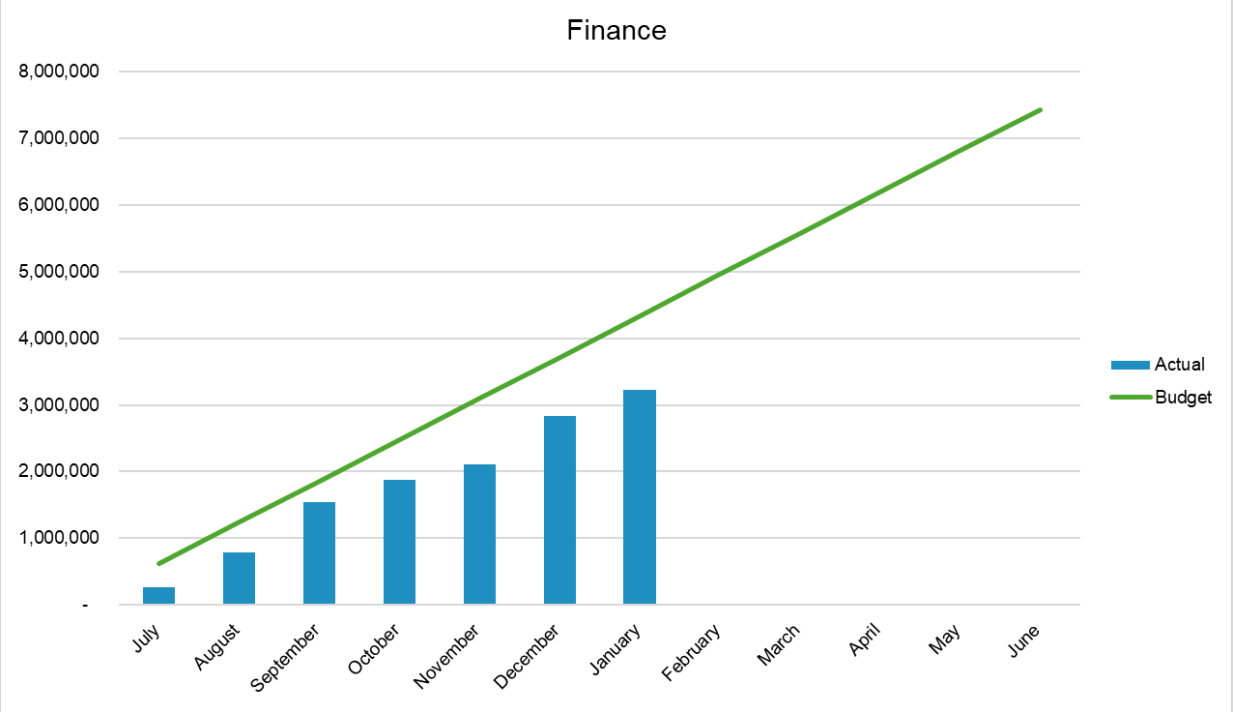
CITY MANAGER'S OFFICE					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	191,604	191,604	26,405	7%	218,009
August	86,937	278,541	157,476	11%	436,017
September	153,983	432,524	221,502	17%	654,026
October	135,854	568,378	303,656	22%	872,035
November	213,764	782,142	307,901	30%	1,090,043
December	157,144	939,286	368,766	36%	1,308,052
January	204,571	1,143,780	382,280	44%	1,526,060
Feburary	-	-	-	0%	1,744,069
March	-	-	-	0%	1,962,078
April	-	-	-	0%	2,180,086
May	-	-	-	0%	2,398,095
June	-	-	-	0%	2,616,104
TOTALS	**1,143,857**				



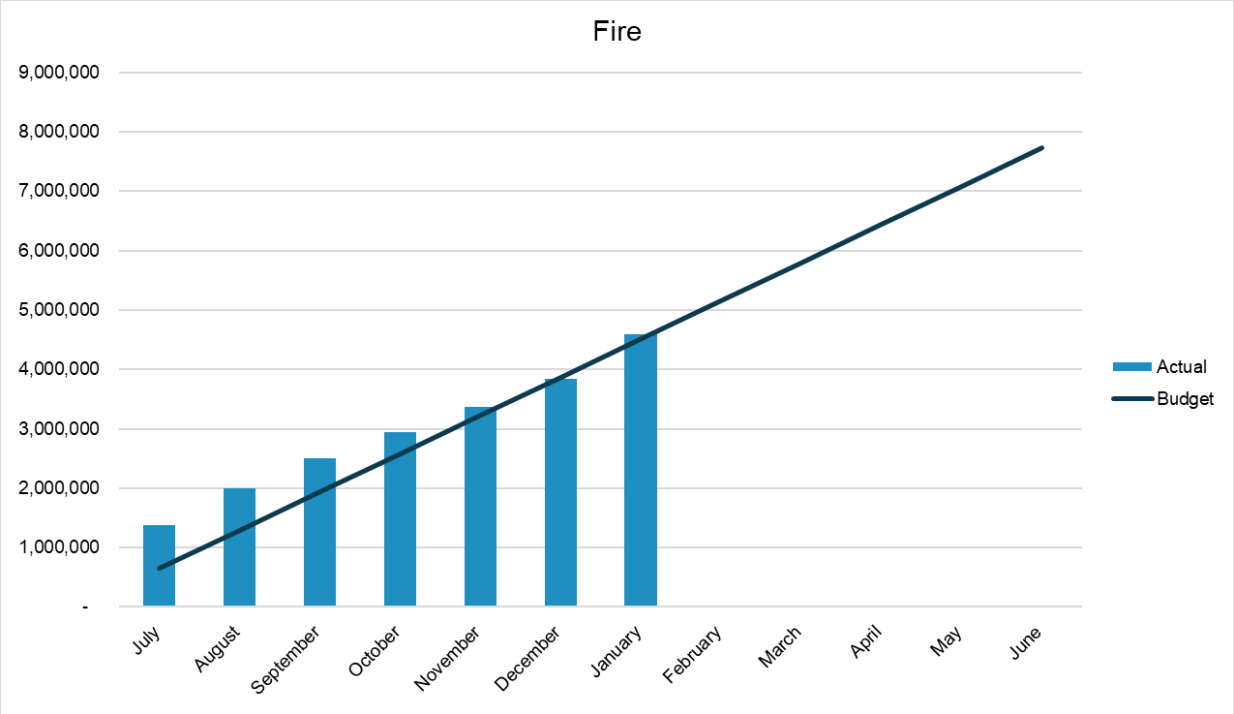
COMMUNITY DEVELOPMENT					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	260,805	260,805	(2,618)	8%	258,187
August	228,583	489,388	26,985	16%	516,373
September	155,570	644,959	129,601	21%	774,560
October	266,779	911,737	121,009	29%	1,032,746
November	196,792	1,108,529	182,404	36%	1,290,933
December	121,252	1,229,781	319,338	40%	1,549,119
January	448,560	1,678,341	128,964	54%	1,807,306
Feburary	-	-	-	0%	2,065,492
March	-	-	-	0%	2,323,679
April	-	-	-	0%	2,581,866
May	-	-	-	0%	2,840,052
June	-	-	-	0%	3,098,239
TOTAL	**1,678,341**				



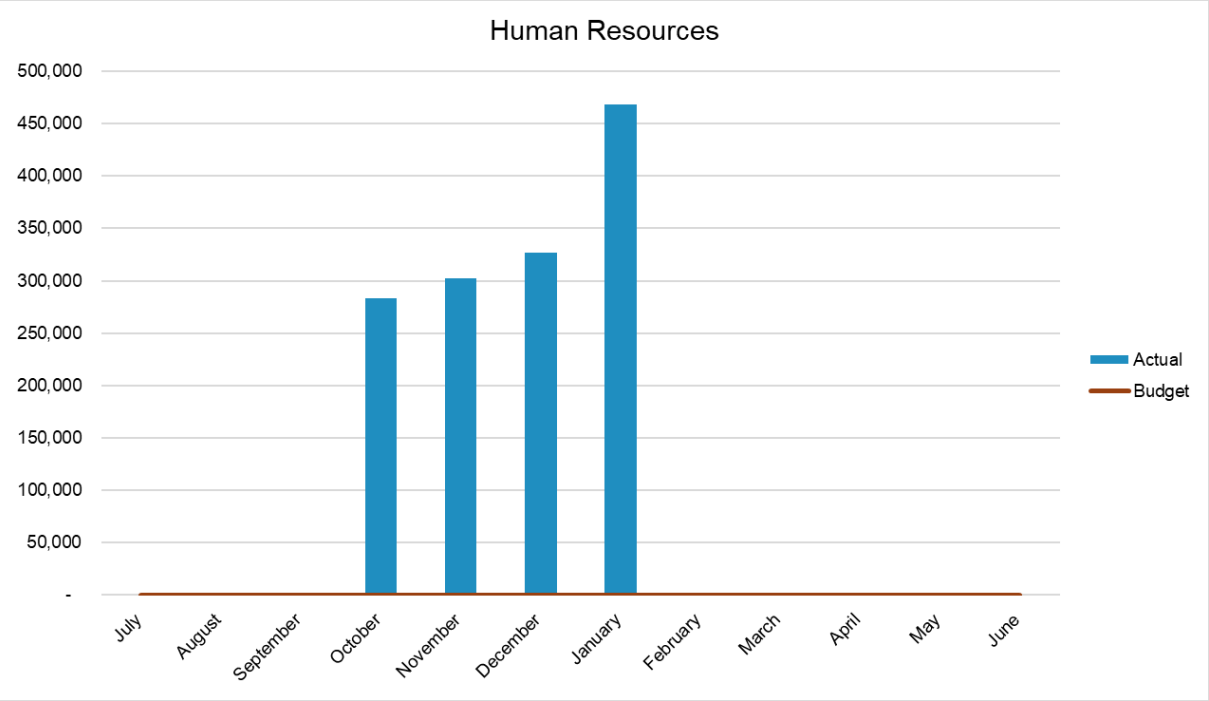
COMMUNITY SERVICES					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	215,380	215,380.30	(33,386.53)	10%	181,994
August	183,538	398,918	(34,930)	18%	363,988
September	140,655	539,573	6,408	25%	545,981
October	108,286	647,859	80,116	30%	727,975
November	99,752	747,611	162,358	34%	909,969
December	102,711	850,322	241,641	39%	1,091,963
January	118,599	968,921	305,036	44%	1,273,956
Feburary	-	-	-	0%	1,455,950
March	-	-	-	0%	1,637,944
April	-	-	-	0%	1,819,938
May	-	-	-	0%	2,001,932
June	-	-	-	0%	2,183,925
TOTAL	**968,921**				



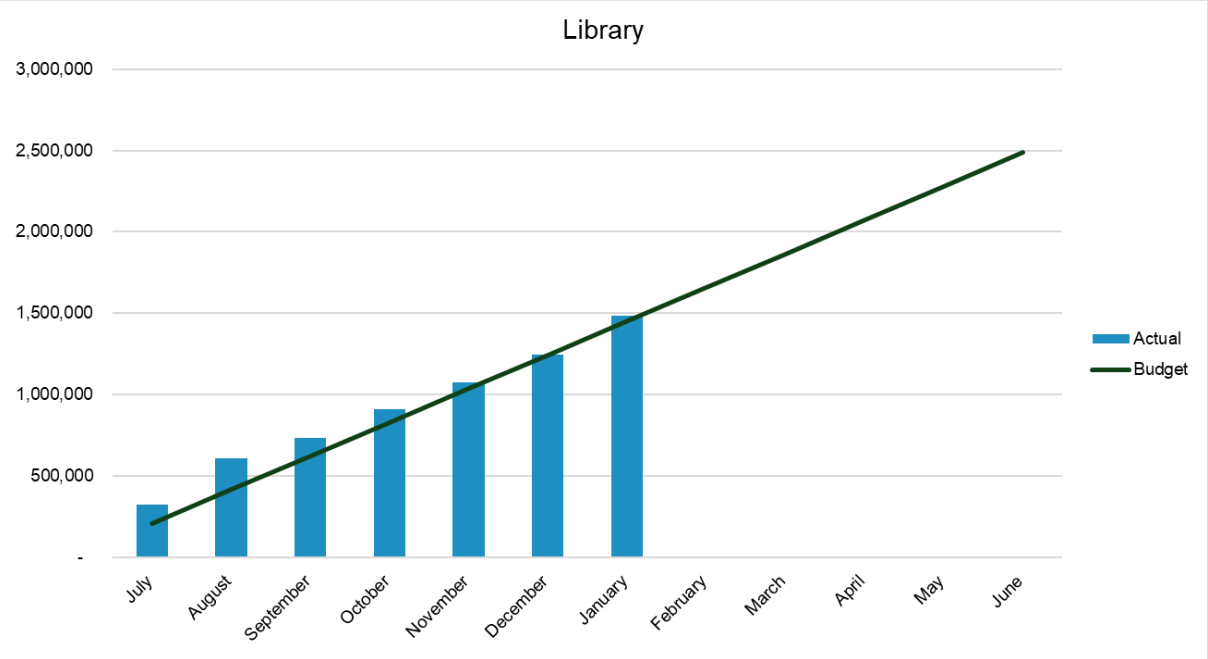
FINANCE					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	261,638	261,638	357,479	4%	619,117
August	523,058	784,696	453,538	11%	1,238,234
September	758,923	1,543,619	313,732	21%	1,857,351
October	254,773	1,798,392	678,077	24%	2,476,469
November	229,238	2,027,630	1,067,956	27%	3,095,586
December	744,977	2,772,607	942,096	37%	3,714,703
January	458,519	3,231,126	1,102,694	43%	4,333,820
Feburary	-	-	-	0%	4,952,937
March	-	-	-	0%	5,572,054
April	-	-	-	0%	6,191,172
May	-	-	-	0%	6,810,289
June	-	-	-	0%	7,429,406
TOTAL	**3,231,126**				



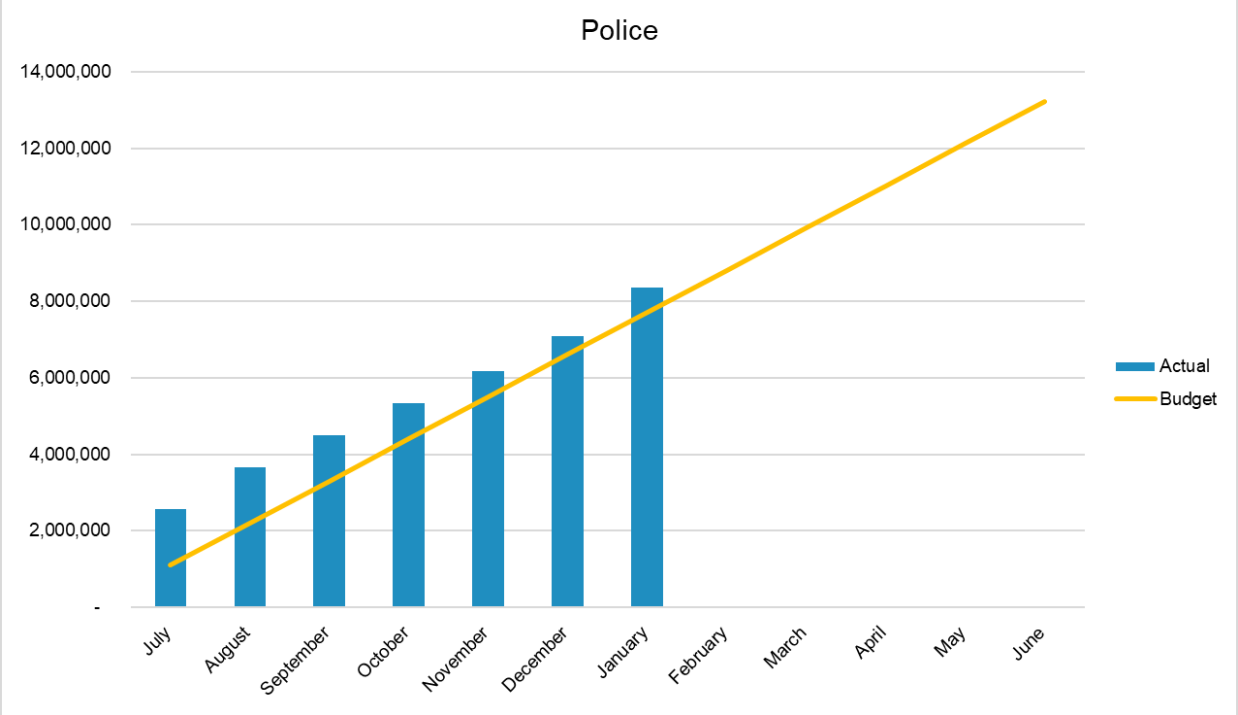
FIRE					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	1,384,574	1,384,574	(740,199)	18%	644,375
August	615,519	2,000,094	(711,344)	26%	1,288,750
September	497,241	2,497,335	(564,210)	32%	1,933,125
October	446,065	2,943,400	(365,899)	38%	2,577,500
November	426,208	3,369,608	(147,732)	44%	3,221,875
December	478,397	3,848,004	18,246	50%	3,866,251
January	747,935	4,595,940	(85,314)	59%	4,510,626
Feburary	-	-	-	0%	5,155,001
March	-	-	-	0%	5,799,376
April	-	-	-	0%	6,443,751
May	-	-	-	0%	7,088,126
June	-	-	-	0%	7,732,501
TOTAL	**4,595,940**				



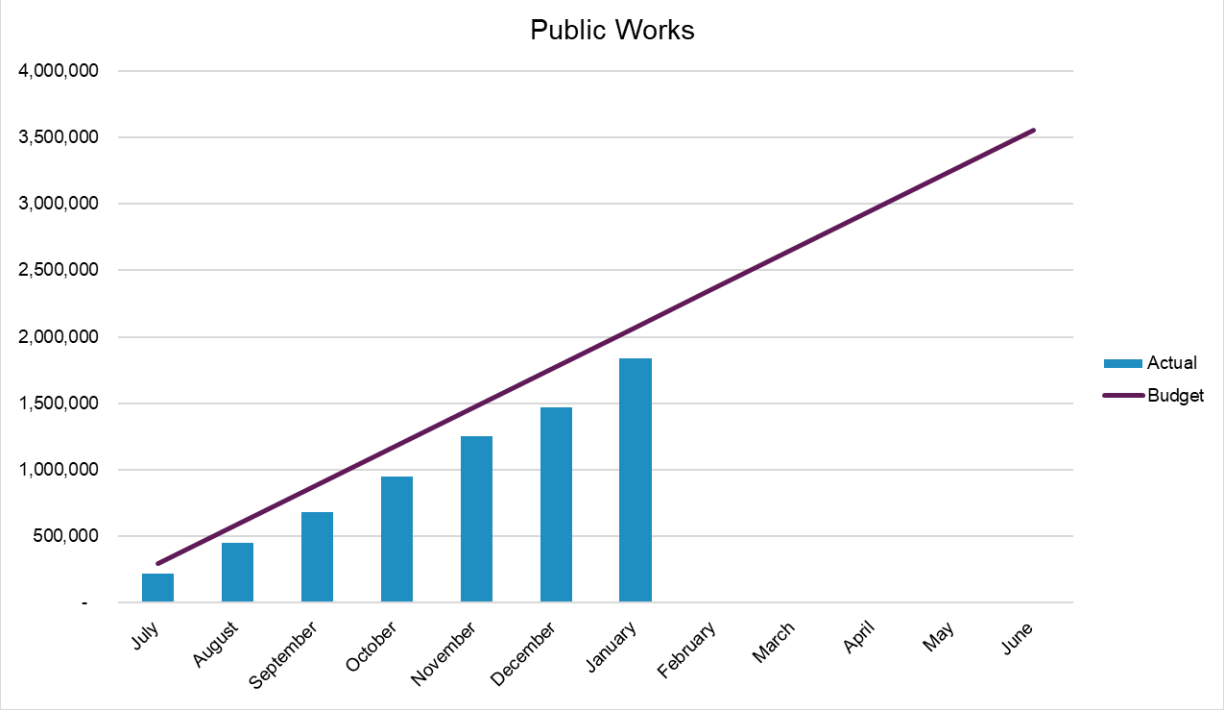
HUMAN RESOURCES					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	-	-	-	0%	-
August	-	-	-	0%	-
September	-	-	-	0%	-
October	358,633	358,633	(358,633)	0%	-
November	18,551	377,184	(377,184)	0%	-
December	25,081	402,265	(402,265)	0%	-
January	65,725	467,990	(467,990)	0%	-
Feburary	-	-	-	0%	-
March	-	-	-	0%	-
April	-	-	-	0%	-
May	-	-	-	0%	-
June	-	-	-	0%	-
TOTAL	**467,990**				



LIBRARY					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	325,329	325,329	(118,098)	13%	207,231
August	281,581	606,910	(192,449)	24%	414,461
September	127,821	734,731	(113,039)	30%	621,692
October	176,192	910,923	(82,000)	37%	828,923
November	165,343	1,076,266	(40,113)	43%	1,036,153
December	166,615	1,242,881	503	50%	1,243,384
January	239,584	1,482,465	(31,850)	60%	1,450,615
Feburary	-	-	-	0%	1,657,845
March	-	-	-	0%	1,865,076
April	-	-	-	0%	2,072,306
May	-	-	-	0%	2,279,537
June	-	-	-	0%	2,486,768
TOTAL	**1,482,465**				



POLICE					
Month	**Period Actual**	**YTD Actual**	**Variance YTD and Adopted**	**% YTD to FY Adopted Total**	**Adopted Budget**
July	2,558,016	2,558,016	(1,456,175)	19%	1,101,841
August	1,099,260	3,657,277	(1,453,595)	28%	2,203,682
September	841,516	4,498,793	(1,193,270)	34%	3,305,522
October	844,081	5,342,873	(935,510)	40%	4,407,363
November	840,817	6,183,691	(674,486)	47%	5,509,204
December	903,993	7,087,683	(476,638)	54%	6,611,045
January	1,264,842	8,352,526	(639,640)	63%	7,712,886
Feburary	-	-	-	0%	8,814,727
March	-	-	-	0%	9,916,567
April	-	-	-	0%	11,018,408
May	-	-	-	0%	12,120,249
June	-	-	-	0%	13,222,090
TOTAL	**8,352,526**				



PUBLIC WORKS					
Month	Period Actual	YTD Actual	Variance YTD and Adopted	% YTD to FY Adopted Total	Adopted Budget
July	217,312	217,312	78,635	6%	295,947
August	230,873	448,185	143,708	13%	591,894
September	229,701	677,886	209,954	19%	887,840
October	273,848	951,734	232,053	27%	1,183,787
November	299,500	1,251,234	228,500	35%	1,479,734
December	218,643	1,469,877	305,804	41%	1,775,681
January	369,768	1,839,645	231,983	52%	2,071,627
Feburary	-	-	-	0%	2,367,574
March	-	-	-	0%	2,663,521
April	-	-	-	0%	2,959,468
May	-	-	-	0%	3,255,414
June	-	-	-	0%	3,551,361
TOTAL	**1,839,645**				

City Council Agenda Report

ITEM NO. 13

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Matthew Patsel, Library Director

SUBJECT: **CONSIDERATION TO APPROVE THE FIFTH AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES TO EXTEND THE AGREEMENT TERM TO MAY 31, 2026**

Recommendation

It is recommended that the City Council consider approving the fifth amendment to the Agreement with California Metro Patrol for security guard services at the Library to extend the agreement term to May 31, 2026.

Executive Summary

The City Council is requested to consider approving an amendment to the Agreement with California Metro Patrol that would extend the term by three months, to May 31, 2026. A separate item on the April 15 City Council meeting agenda asks the City Council to consider entering into an agreement for security guard services with a new vendor. Should the City Council approve the agreement with the new vendor, the extension to the term of the California Metro Patrol agreement will provide for continuity of services and ensure that the Library has security guards on duty during the period of transition between security guard companies. There is no additional funding request related to amending the term of the Agreement.

Background

The City first entered into an Agreement with California Metro Patrol in March 2023 to provide concierge security guard services at City Hall. Subsequently there have been four amendments to the Agreement, which extended the term, transferred services from City Hall to the Library, and updated the total not-to-exceed dollar amount in keeping with the extension of the term. The fourth amendment, which was approved by the City Council on October 15, 2025, extended the term to February 28, 2026, in order to allow staff time to draft a scope of services specific to the Library's needs and to solicit proposals from qualified security guard companies to ensure the City is receiving the best services at a competitive price. This procurement process was undertaken in February 2026, and a separate item on the April 15, 2026 City Council meeting agenda recommends entering into an agreement with a new security guard company.

Analysis

The presence of a concierge security guard at the Library has reduced both minor behavioral incidents and major disruptive incidents. The experience of using the library has been

improved for residents and visitors, and staff are able to be more focused on providing core services to the hundreds of daily library users that comply with rules, rather than having to focus a disproportionate amount of time on the small percentage of users that cannot or will not follow them. Continuing to work with California Metro Patrol during a period of transition from one security guard company to another will ensure there is no interruption in service and that the Library continues to be a welcoming safe space.

Fiscal Impact
The Library's Fiscal Year 2025-2026 budget includes funding for security guard services in the amount of $119,000 (Account Number 101-8010-8011-8180 – Contract Services), which covers 58 hours per week of service. The proposed amendment, which would extend the term of the Agreement with California Metro Patrol to May 31, 2026, does not change the cost related to these services or impact the approved budget.

Commission Review and Recommendation
This item was not reviewed by any commission.

Attachment:
Attachment No. 1 - Proposed Fifth Amendment to CMP Agreement
Attachment No. 2 - Original CMP Agreement
Attachment No. 3 - First Amendment to CMP Agreement
Attachment No. 4 - Second Amendment to CMP Agreement
Attachment No. 5 - Third Amendment to CMP Agreement
Attachment No. 6 - Fourth Amendment to CMP Agreement

FIFTH AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS FIFTH AMENDMENT ("Amendment") is entered into as of April 15, 2026 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for security guard concierge services for the City ("Agreement") ; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments to $107,621.60; and

WHEREAS, on October 2, 2024 Amendment No. 2 was approved by the City Council to transfer the concierge security services to the Library, consolidate services being rendered to the Community Development Department, extend the term to June 30, 2025, and increase the compensation in an amount not to exceed $110,575, bringing the aggregate total of Agreement and Amendments to $218,196.60; and

WHEREAS, on June 18, 2025 Amendment No. 3 was approved by the City Council to extend the term to September 30, 2025; and

WHEREAS, on October 15, 2025 Amendment No. 4 was approved by the City Council to increase the compensation in an amount not to exceed $119,000, bringing the aggregate total of Agreement and Amendments to $337,196.60 and to extend the term of the Agreement through February 28, 2026; and

WHEREAS, the City desires to execute a fifth amendment to the agreement to extend the term to May 31, 2026, with no changes to the compensation or the aggregate total of Agreement and Amendments.

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date: March 27, 2023 through May 31, 2026, as needed and determined by the City ("Term")."

Section 2. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City" City of South Pasadena	"Vendor" California Metro Patrol
By: _____	By: _____
Date: _____	Date: _____
Printed: Todd Hileman Title: City Manager	Printed: Joseph A. Perez Title: Operations Chief

Attest:

By: _____
Nikima S. Newsome, Chief City Clerk

Approved as to form:

By: _____
Roxanne M. Diaz, City Attorney

Attachment No. 2

METRO PATROL
1308 East Colorado Boulevard #588
Pasadena, California 91106
PPO 17588 - (888) 788 - 0813

SECURITY SERVICES AGREEMENT

THIS AGREEMENT is entered into as of this _ 27th _ day of _ MARCH _, _ 2023 _, by and between CALIFORNIA METRO PATROL & EMS, INC, DBA: CALIFORNIA METRO PRIVATE SECURITY PATROL, DBA: CALIFORNIA METRO PATROL, DBA: CMP (hereinafter "Service Provider") and: ACT # SPAS 1414 MS

Client: _____City of South Pasadena – City Hall _____	Contact: ___ Police – Front Desk (626) 403 – 7270 ___
Address: _____ 1414 Mission Street _____	___ City Hall Main Desk (626) 403 – 7230___
City: ___ *South Pasadena* ___ State: __ *California* __ Zip Code: __ *91030* __	Client/Billing e-mail: [Tamra Binns] _ tbinns@southpasadenaca.gov _

Service Start Date: _March 27st, 2023 thru June 30th, 2023_ CLIENT/Billing e-mail: _ dmegerdichian@southpasadenaca.gov _ [Domenica Megerdichian]

Type of Service:	Rate:	Coverage:
☒ Daily Patrol	_See Addendum_	CMP Officers assigned 4 Days a week as described in the ADDENDUM. Officers posted & visibility present at the FRONT ENTRY of CITY HALL as a Concierge for Greeting and Customer Service to work in Conjunction with Staff will assist in VERIFING Visitors when entering. Report or Address Crimes in Progress at the Property, remain visible & vigilant while assigned to ensure a safe & secure environment. Officers will be observant to unwanted persons Damaging/Entering/Burglarizing the property.
☐ RAPID ALARM Response	_FREE - San Marino_	
☒ Posted UN-ARMED Officer IF Needed for Special Events or Posted ARMED Officer	_See Addendum_ $ Monthly and/or Hourly rate is based on NEW TEMPORARY Services.	
☐ NO Trespassing Signs		
☒ Property Walk		

*** Other Terms: CMP & City of South Pasadena will evaluate this Agreement for renewal of reserves with option of reoccurring services.

**** California Metro Patrol Officers that are Registered and Qualified for "Armed" service with California Bureau of Security and Investigative Services ****

Client has requested CMP to provide & CMP agrees to provide services checked above & described herein in accordance with the terms of this agreement.

1. PAYMENT AND TERMS

A. THE TOTAL MONTHLY FEE FOR SERVICES WILL BE BILLED AND PAYABLE TO: California Metro Patrol

☒ MONTHLY – Billed 10 days PRIOR to END of Period (*For Services*) Invoicing e-mail: accounting@californiametropatrol.com

☐ _____ ALARM COMPANY – For Other Alarm Companies – Billed at Additional $ 185.00/Month.

☐ RAPID ALARM Response – INCLUDED FREE clients with SAN MARINO SECURITY with CMP Patrol Services __

CLIENT HAS REQUESTED BILLING AND PAYABLE TERMS CHECKED ABOVE AND DESCRIBED HEREIN IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. PAYMENT IS DUE UPON RECEIPT OF AN INVOICE. IN ADDITION, THE CLIENT WILL PAY THE PRO-RATE FEE FOR THE MONTH IN WHICH SERVICE BEGINS.

B. THE ORIGINAL TERM OF THIS AGREEMENT FOR SERVICES SHALL BE THREE (3) MONTHS AND NO RENEW FOR ANY ADDITIONAL PERIOD UNLESS EITHER PARTY GIVES THE OTHER ATLEAST THIRTY (30) DAYS PRIOR WRITTEN NOTICE OF ITS INTENTION TO CONTINUE THE TEMPORARY AGREEMENT. SERVICE PROVIDER MAY INCREASE THE SERVICE FEE AT ANY TIME AFTER THE ORIGINAL TERM OF THIS AGREEMENT BY GIVING THE CLIENT THIRTY (30) DAYS PRIOR WRITTEN NOTICE. IF CLIENT IS UNWILLING TO PAY THE INCREASED SERVICE FEE, CLIENT MAY TERMINATE THIS AGREEMENT BY GIVING SERVICE PROVIDER WRITTEN NOTICE WITHIN THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THE INCREASE. IF THE CLIENT GIVES THE SERVICE PROVIDER WRITTEN NOTICE TO CANCEL THIS AGREEMENT, CLIENT MUST OBTAIN WRITTEN CONFIRMATION OF RECEIPT OF CANCELLATION NOTICE FROM THE SERVICE PROVIDER IN ORDER FOR THE CANCELLATION OF THIS AGREEMENT TO TAKE EFFECT, IF CLIENT HAS MADE PAYMENTS FOR SERVICES IN ADVANCE TO SERVICE PROVIDER, SERVICE PROVIDER WILL REFUND ADVANCED PAYMENT TO CLIENT WITH THE PRO-RATA FEE FOR THE MONTH IN WHICH SERVICE ENDS. THIS REFUND WILL BE DUE WITHIN THIRTY (30) DAYS OF THE DATE OF CANCELLATION OF THIS AGREEMENT. THIS RATE & TERM IS A SPECIAL OFFERING BASED ON PROFESSIONAL RELATIONSHIP WITH CITY of SOUTH PASADENA & IS NOT TRANSFERRABLE.

GENERAL TERMS APPLICABLE TO ALL OPTIONS:

CLIENT ACKNOWLEDGES THAT THE SERVICE FEE IS BASED UPON EXISTING FEDERAL, STATE AND LOCAL TAXES AND CHARGES. SERVICE PROVIDER SHALL HAVE THE RIGHT, AT ANY TIME, TO INCREASE THE SERVICE FEE TO REFLECT ANY ADDITIONAL OR INCREASED TAXES, LICENSES, PERMITS OR FEES WHICH MAY BE CHARGED TO SERVICE PROVIDER BY ANY UTILITY OR GOVERNMENTAL AGENCY RELATING TO THE SERVICES PROVIDED HEREUNDER, AND CLIENT AGREES TO PAY THE SAME. SPECIAL SERVICES IS NOT INCLUDED IN THE MONTHLY FEE. THERE IS NO FINANCE CHARGE OF COST OF CREDIT ASSOCIATED WITH THIS AGREEMENT.

2. ACKNOWLEDGMENT; RECEIPT OF COPY: CLIENT ACKNOWLEDGES THAT PRIOR TO SIGNING THIS AGREEMENT, CLIENT RECEIVED, READ AND UNDERSTOOD A LEGIBLE EXACT AND COMPLETELY FILLED IN COPY OF THIS AGREEMENT.

3. SERVICE PROVIDER'S LIMITED LIABILITY: WE DO NOT REPRESENT OR WARRANT THAT THE SERVICE WILL PREVENT ANY LOSS BY BURGALRY, HOLDUP, FIRE OR OTHERWISE, OR THAT THE SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. YOU ACKNOWLDGE AND AGREE THAT (A) WE HAVE MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED AS TO THE SERVICE, NOR HAVE YOU RELIED ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED; (B) YOU ASSUME ALL RISK OF LOSS OR DAMAGE TO YOUR PREMISES OR TO THE CONTENTS EREOF, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT, PARTICULARLY PARAGRAPH 10 IN THE EVENT OF ANY LOSS OR DAMAGE TO YOU OR ANYONE ELSE.

ALL OF THE TERMS ON PAGE TWO AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE SIGNING BELOW. YOU, THE CLIENT, MAY CANCEL THIS AGREEMENT AT ANY TIME, BY GIVING THIRTY DAYS WRITTEN NOTICE, EFFECTIVLY MAKING THIS AGREEMENT A MONTH TO MONTH AGREEMENT.

CALIFORNIA METRO PATROL & EMS, INC.	CLIENT
By: _____ Joseph Perez _____ Date; _3 - 21 - 2023_	By: Armineh Megerdichian for AC Date; _3 - 27 - 2023_
Printed Name: _ Joseph Perez _ Title: _ Operations Chief _	Printed Name: ___ ~~Armine' Chaparyan~~ ___ Title: _ City Manager __ Domenica Megerdichian, Deputy

THIS AGREEMENT WILL NOT BE BINDING UPON CALIFORNIA METRO PATROL & EMS, INC. UNTIL EITHER (1) SIGNED BY ONE OF CALIFORNIA METRO PATROL & EMS, INC'S OWNERS/MANAGERS, OR (2) CALIFORNIA METROL PATROL & EMS, INC. STARTS THE SERVICES. IN THE EVENT OF DISAPPROVAL, CALIFORNIA METRO PATROL & EMS, INC. SHALL ONLY BE OBLIGATED TO REFUND ANY PAYMENTS PREVIOUSLY MADE TO CALIFORNIA METRO PATROL & EMS, INC. AS AN ADVANCE AGAINST SERVICES DESIRED HEREUNDER.

4. **DESCRIPTION OF SERVICE:**
Client authorized Service Provider (if applicable) to enforce Client's property rules and regulations and to cause the arrest of any person or persons on or around Client's location who are unauthorized by Client to be on Client's property and to hold such person or persons until released by Client, his known representative or law enforcement. If Service Provider's personnel observe criminal activity or other threats to Client's premises, Service provider's personnel will take appropriate prudent action, and if Service Provider deems necessary Service Provider will notify the proper law enforcement, emergency personnel and/or the first available person on the Client's emergency call list. CLIENT UNDERSTANDS AND AGREES THAT SERVICE PROVIDERS PERSONNEL, INCLUDING BUT NOT LIMITED TO, PATROL OFFICERS AND DISPATCHERS DO NOT HAVE SPECIAL ARREST OR LAW ENFORCEMENT POWERS AND MAY ONLY ACT AS ORDINARY CITIZENS. Client hereby authorizes Service Provider to cause the tow of any unauthorized vehicles on or around client's premises. In the event that Service Provider should be requested or required to tow a vehicle, it is understood and agreed to, that Service Provider is to be held harmless, from any and all costs and actions surrounded by said tows. Client may request to increase coverage of services subscribed or decrease coverage, or subscribe to other or additional services Service Provider offers by verbal and or written notice under the terms of this Agreement. It is agreed to and understood that Service Provider may supply Client with written report, but Service Provider's failure to do so does not constitute a reduction in service or a breach hereunder. Client in no event shall make any deductions from invoices as a result of any security officer's failure to leave and provide reports. Client shall pay Service Provider at the rate of $65.00 per hour, with a minimum of four (4) hours, for any and all time spent by Service Provider or Service Provider's personnel in connection with any legal court action originated on the Client's location in connection with any assigned duties hereunder.

   A. **PATROL SERVICE:** Patrol service shall consist of uniformed Patrol Officers in marked Service Provider vehicles patrolling Client's premises by vehicle and or on foot on a random and or scheduled number of patrols basis. In the event a Patrol Officer(s) is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of two hours. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charge. The Client and Service Provider agree that in the event of an emergency, or in the event a patrol officer is engaged at another location or incident, or in the event Service Provider may be short staffed, it may not be possible for Service Provider to provide the random and/or scheduled number of patrols on a given day. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   B. **RAPID ALARM RESPONSE:** If Client has elected to subscribe to patrol response service, Service Provider shall dispatch a Patrol Officer as a result of receiving a call from Client, persons authorized by Client (e.g., monitored alarm systems from third party providers) or others who have reason to believe that a crime is occurring or is about to occur on Client's premises. Service Provider **MAY CHARGE** Client for a response over their allotted amount and if in the event a Patrol Officer is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY** with a minimum of one (1) hour. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charges. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   C. **RAPID ALARM SERVICE:** CMP will respond to the client's home alarm. CMP Officers will respond to client's premises on a requested dispatch responses. **CMP reserves the right to Not Respond and Revert the Alarm Response back to Local Law Enforcement for Alarm Response if the client fails to compensate EITHER Service Provider (CMP -or- Alarm Company)**. Client agrees to hold EITHER Service Provider harmless from any liability resulting therefrom. Testing Alarm/Response is prohibited unless there is ONE (1) Day prior notice to BOTH CMP and the clients alarm company. In the event that CMP Officers are required to maintain a presence at the location for more than thirty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of one hour. The charge shall be due and payable upon client's receipt of Service Provider's invoice for such charge. Client and Service Provider agree that in the event of an emergency or in the event Service Provider's personnel is engaged monitoring another incident, or in the event Service Provider may be short staffed, it may not be possible for Service provider to provide the response. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page**.

   D. **POSTED OFFICER SERVICE: Posted Officer** service is agreed to upon Client's request to Service Provider. Posted Officer shall consist of uniformed Patrol/Standing Officers in marked uniform(s) of the Service Provider that will execute the above agreed to specifications, during the pre-arraigned shifts, and will remain on the premises as agreed. This service to be charged for prevailing agreed to rate. The charge shall be due and payable upon two-week Client's receipt of Service Provider's invoice for such charges.

5. **SERVICE PROVIDER'S DUTIES:** Patrol officers and dispatchers while on duty shall be completely outfitted with a uniform and all necessary equipment and all supplies necessary to accomplish the assigned duties as determined by Client and Service Provider. The services provided for by this Agreement shall be performed by qualified, efficient and dedicated personnel in strict accordance with the recognized and best practices and with the standards and special instructions issued by Client. All personnel are the sole responsibility of Service Provider and at all times subject to the direct supervision and control of Service Provider. Service provider will have the sole responsibility for paying all salaries and taxes and all other expenses related to all personnel in the employ of Service Provider.

6. **CLIENT'S DUTIES:** In the case of a Client with a System or Cameras, Client will instruct Client's employees, family members and other who may use the system or Cameras on its proper use. Client will obtain and keep in effect all permits and licenses that may be required for the installation and operation of the System or Cameras. Client will pay all usage fees imposed by any governmental agency. Client will provide an emergency call list which will include the name, telephone number and position of each person Service provider may call in the event Service Provider believes there is an emergency at Client's premises and other emergency information Service provider may request. Client will provide written notice of any changes in information such as Client's emergency call list, service instructions and procedures. Client agrees that Service Provider may provide the information in Client's call list to any governmental agency having jurisdiction over Service Provider.

   Client agrees that it will not either during the terms of this Agreement or for a period of two (2) years following the termination, hire or cause to be hired for its own employment any of the personnel of Service Provider who may or may not have performed services at any time in connection with the carrying out of the terms of this Agreement. It is further agreed that Service Provider is neither an employment agency nor a clearinghouse for people, and the personnel it furnishes are made possible only by a substantial investment in advertising, recruiting, testing and training its personnel. In consideration of the above mentioned time and expense invested in personnel, in the event Client hires or causes to be hired for its use and benefit any of Service Provider's personnel, Client agrees to pay Service Provider a replacement fee of three thousand five hundred ($3,500.00) dollars, or the actual costs incurred by Service Provider, according to proof, whichever is higher, for each and every employee.

7. **FALSE ALARMS:** Client agrees that Client or others using or having control over the System (including, but not limited to Client's alarm dealer or Monitoring Facility) will use it carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond Service Provider's control. If Service Provider receives too many false alarms or dispatch requests where no emergency exists, Service Provider **MAY CHARGE** for or Cancel response services. If false alarm fines or penalties are charged to Client or Service Provider by any governmental agency, Client will pay the charge or repay Service Provider for the charge as the case may be.

8. **SUSPENSION OR CANCELLATION OF THIS AGREEMENT; DELINQUENCY CHARGE:** Client understands that Service Provider may stop or suspend services if, (a) severe weather, earthquake, natural disasters, or "Acts of God" affect the operation of Client's premises or damage Client's premises such that continuing service would be impractical, (b) Service Provider is unable to provide service because of some action or ruling by any governmental authority, (c) Service is terminated or suspended for any reason, (d) Client becomes a debtor in a bankruptcy proceeding, or Client does not pay the service fee, after Service Provider has given Client notice that Service Provider is cancelling service because of non-payment. Service Provider may charge a service re-establishment fee if service is suspended for non-payment. If Client fails to make any payment when due Service Provider may discontinue service, terminate this Agreement and recover all damages to which Service Provider is entitled including the value of the service performed and all amounts to Service Provider for the unexpired term of the Agreement. In addition, Service Provider may impose a late charge on all payment made more than thirty (30) days past due in the maximum amount permitted by California law.

9. **ASSIGNEES AND SUBCONTRACTORS:** Service Provider may not transfer or assign this Agreement to any other alarm, patrol or response company or financing institution without notice to Client. Client may not transfer this Agreement to someone else (including someone who purchases or rents Client's Premises) unless Service Provider pre-approves the transfer in writing. If Service Provider uses subcontractors to provide service, this Agreement and particularly paragraph 10 shall apply to them and the work they perform and protect them in the same manner as it applied to and protects Service Provider.

10. **SERVICE PROVIDER IS NOT AN INSURER; LIMITATION OF LIABILITY:** CLIENT UNDERSTANDS THAT (a) SERVICE PROVIDER IS NOT AN INSURER OF CLIENT'S PROPERTY OR THE PERSONAL SAFETY OF PERSONS IN CLIENT'S PREMISES, (b) THE AMOUNT CLIENT PAYS TO SERVICE PROVIDER IS BASED ONLY ON THE VALUE OF THE SERVICE THAT SERVICE PROVIDER IS PROVIDING HEREUNDER, (c) THE SERVICE THAT SERVICE PROVIDER MAY PROVIDE MAY NOT ALWAYS OPERATE PROPERLY FOR VARIOUS REASONS, (d) IT IS DIFFICULT TO DETERMINE IN ADVANCE THE VALUE OF CLIENT'S OR ANY OTHER PERSONS' PROPERTY THAT MIGHT BE LOST, STOLEN OR DESTROYED IF THE SERVICE FAILS TO OPERATE PROPERLY, (e) IT IS TO DETERMINE IN ADVANCE HOW FAST THE POLICE OR FIRE DEPARTMENT OR OTHERS WOULD RESPOND TO A REQUEST FOR HELP, (f) SERVICE PROVIDER SHALL NOT HE HELD LIABLE OR RESPONSIBLE FOR LOSS AND/OR DAMAGE TO PERSONS OR PROPERTY CAUSED DIRECTLY OR INDIRECTLY BY THE PERFORMANCE, OR LACK OF PERFORMANCE, OF THE OBLIGATIONS IMPOSED BY THIS AGREEMENT.

11. **LIMITATION ON LAWSUITS; WAIVER; SEVERABILITY; GOVERNING LAW:** Both Service Provider and Client agree that no demand for arbitration, lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one year after the incident giving rise to the claim. A waiver by Client or Service Provider of any term or condition of this Agreement in any instance shall not be deemed or construed to be a waiver of such term or condition in the future, or any subsequent breach thereof. If any provision of this Agreement as applied to either Client or Service Provider or any circumstance shall be adjudged by a court to be void and unenforceable, such shall in no way affect any other provision of this Agreement, the application of such provision in any other circumstance, or the validity or enforceability of this Agreement. This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements which are executed and fully performed within said state without regard to California's conflicts of interest rules.

12. **ENTIRE AGREEMENT:** Except as expressly set forth herein, this Agreement (and any Exhibits or Schedules attached hereto) is the sole and entire agreement between Client and Service Provider and supersedes all prior representations, negotiations, promises, understanding or agreements, whether oral or written, between Client and Service Provider with respect to the subject matter hereof.

13. **SERVICE PROVIDER LICENSE:** PRIVATE PATROL OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICE, CALIFORNIA STATE DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA, 95814, www.bsis.ca.gov.

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California METRO PATROL

Law Enforement Founded Armed Patrol
Since 2007

SECURITY SERVICES – ADDENDUM

Prepared for: City of South Pasadena – City Hall
1414 Mission Street, South Pasadena, CA 91030
Attn: City of South Pasadena – City Hall Main (626) 403-7230
Police Department Main (626) 403-7270

March 21st, 2023

Accepted By: Domenica Megerdichian
Signed

Printed Name: Domenica Megerdichian
Deputy City Manager

Date: 03/29/2023

DocuSign Envelope ID: 0BC1E947-B2A2-4491-BD21-63BA1FE1192E

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ADDENDUM – Posted CONCIERGE (Plain Clothes Security Officer)

California Metro Patrol is pleased to provide the following services to **City of South Pasadena City Hall / Police Department**, for Concierge plain clothes security officer inside the City Hall facility. CMP is grateful for the opportunity to fulfil security services to meet security needs of **City Hall and Police Department**.

CONCIERGE SECURITY INCLUDES:

CMP will provide and support our clientele to mitigate security incidents the following:

- Entry area visibility and entry verification of patrons to City Hall
- Armed/Un-Armed escorts with qualified and trained officers for City Personnel
- Requested Additional venues for city sanctioned events and special events

ARMED PATROL OFFICERS

All of CMP's armed security officers receive regular firearms training with a veteran range master, Phil Rapagna (Retired Pasadena Police Department)

Budget

SERVICE	BUDGET
Unarmed Concierge plain clothes security officer	**$ 41.11 / Hour**
Posted Concierge plain clothes security officer primary responsibility of greeting and welcoming city visitors and staff at City Hall and Police Department. Concierge focuses on keeping the public informed and a safe environment for city visitors and city employees. Additionally being available to the city council members for escorts and personal attention for their needs.	

Initials: MM

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California METRO PATROL

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Security Summary

This California Metro Patrol ADDENDUM covers on-site Concierge plain clothes security detail of **1414 Mission Street, South Pasadena CA 91030**. The City of South Pasadena falls in the geographic boundaries of CMP's regular service and patrol area.

ADDITIONAL Patrols can be or that are requested will be performed randomly through the shift to increase effectiveness of service.
Concierge security services are to cover the following schedule:

Required set days per week 10 hours a day (8am -to- 6pm):

1. Monday -thru- Thursday 4 days

**The set schedule times are determined by the City of South Pasadena:*

- Scheduled by city hall staff or assigned Police Department designee
- Police Officers may be summoned for additional response during the day

Additional Security Detail

For added security or a scheduled event, in an Emergency Situation or at "Cities Request", If necessary, a detail of one (1) to three (3) security officers, with a 4-hour minimum and up to 8-hour maximum per shift for events or requested service in a time of need. These additional CMP Officers can be assigned for such events as city sanctioned public events if the need arises for additional staffing.

Patrol Response

During the assigned detail, CMP offers added Patrol Officers to respond and enhance the assigned Concierge plain clothes Officer, which increases the layered security service during the day and times of service, If a situation requires additional CMP resources in such instances as a crowd control up-rising where need oversight by security is requested.

Initials:

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BILLING CYCLE

Invoicing for a specialized Posted & Patrol Security officer detail and Patrol response:

- Issued Monthly
- Payment due 21-day net after electronic e-mail receipt

DETAIL

CMP Concierge plain clothes officer will provide the City Hall / Police Department with a welcoming and customer service based greeter with the ability to address immediate security needs as a buffer until South Pasadena Police personnel can arrive on-scene to address and resolve a security need or breach in the safety of the City Hall facility.
This detail will focus on areas of concerns:

- Greeting the general public and assisting with directions around City Hall
- Integrity of the property, surroundings, perimeter and pathways around City Hall; maintaining high visibility to deter unwanted activity or potential theft or threat
- Assigned on-call patrol supervisor for the account to ensure compliance of the assigned officer and supplemental resource should the need arise

Other Budget Coverage

HOLIDAY COVERAGE

Billed at Holiday Rate $98.88/hr (***ONLY if Requested by the City of South Pasadena***)
CMP requests a 1-month advanced notice of scheduling Officers for Holiday coverage. In the event that we do not receive a 1-month advance notice, the hours will be billed at double rate time.

COURT TIME

Billed at $118.00/hr (***Only if the Officer is NOT with-in regularly assigned hours***), with a 4-hour minimum for morning and afternoon sessions, should an officer be called to testify in a criminal/civil case related to a city incident, court time is billed accordingly.

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California METRO PATROL

Law Enforcement Founded Armed Patrol
Since 2007

California Metro Patrol Team

CMP's management team has a combined 114 years of law enforcement and civil service experience and diverse expertise in security and protection. Along with our proven safety experience, we are customer-focused and emphasize building trusted relationships through client satisfaction. The team is headed by Joseph Perez and supported by a cadre of retired law enforcement and civil service members.

On behalf of Chief Joseph Perez and the California Metro Patrol team, thank you for your ACCEPTANCE of this executed Concierge security services plan. Please feel free to contact us with any questions you might have. We strive to meet the needs and the security strategy set fourth for the **City of South Pasadena – 1414 Mission Street, South Pasadena, CA 91030**.

Very Sincerely,

Joseph A. Perez
Operations Chief
jperez@californiametropatrol.com | (562) 888-3788

Initials: JAP

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Certificate of Liability

DocuSign Envelope ID: 0BC1E947-B2A2-4491-BD21-63BA1FE1192E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Betty Baldivia
El Dorado Insurance Agency, Inc. El Dorado Sec Srvs Ins Agy 3673 Westcenter Drive Houston TX 77042	PHONE (A/C, No, Ext): (713)521-9251 FAX (A/C, No): (713)521-0125 E-MAIL ADDRESS: bbaldivia@eldoradoinsurance.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
California Metro Private Security Patrol 1308 East Colorado Blvd., #588 Pasadena CA 91106	INSURER A: Certain Underwriters at Lloyd's London	32727
	INSURER B: Progressive Insurance	29203
	INSURER C: Kinsale Insurance Company	38920
	INSURER D: Norguard Insurance Company	31470
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Special 12/22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			MPL4014449.22	12/11/2022	12/11/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			00541921-0	11/18/2022	5/18/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			0100109956-3	12/11/2022	12/11/2023	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		CAWC332302	12/2/2022	12/2/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. $250,000 Assault & Battery limits included The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the

CERTIFICATE HOLDER

Stage & Standup Production, Inc.
24 North Mentor
Pasadena, CA 91106

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R.L. Ring, Jr./BETTY

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COMMENTS/REMARKS

named insured and the certificate holder that requires it.

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C. Limited liability companies

If **you** are a duly organized limited liability company, **your** members and their spouses are **insureds**, but only with respect to the conduct of **your** business. **Your** managers are also **insureds**, but only with respect to their duties as **your** managers.

D. Other organizations

If **you** are an organization (including a professional corporation) other than a partnership, joint venture, or limited liability company, **your** directors and **officers** are **insureds**, but only with respect to their duties as **your** directors or **officers**. **Your** stockholders and their spouses are also **insureds**, but only with respect to their liability as **your** stockholders.

E. Trusts

If **you** are a trust, **your** trustees are **insureds**, but only with respect to their duties as **your** trustees.

F. Employees

Your employees are **insureds**, but only while in the course and scope of their employment by **you** or while performing duties related to the conduct of **your** business.

G. Volunteer workers

Your volunteer workers are **insureds**, but only while in the course and scope of their activities related to the conduct of **your** business performed on **your** behalf or at **your** direction.

H. Real estate managers

Persons (other than **your employees**) or organizations acting as **your** real estate managers are **insureds**, but only with respect to their duties as **your** real estate managers.

I. Amateur athletic participants

Any person representing **you** while participating in an amateur athletic activity **you** sponsor is an **insured**. However, no such person is an **insured** for:

1. **bodily injury** to:
   a. a co-participant, **your employee**, or **your volunteer worker** while also participating in the amateur athletic activity **you** sponsor; or
   b. **you** or any of **your** partners, members, or **officers**; or
2. **property damage** to property owned, occupied, or used by; rented to; or in the care, custody, or control of:
   a. a co-participant in the amateur athletic activity **you** sponsor, **your employee**, or **your volunteer worker**; or
   b. **you** or any of **your** partners, members, or **officers**.

J. Newly acquired or formed organizations

If there is no other similar insurance available, any organization **you** acquire or form during the **policy period**, and in which **you** have majority ownership or interest at the time of an **occurrence** or offense covered by this Coverage Part, will qualify as an **insured**. This coverage is effective on the date of acquisition or formation and is afforded only until the 180th day after **you** acquire or form the organization, or the end of the **policy period**, whichever is earlier.

There is no coverage for the acquired or formed organization for:

1. **bodily injury** or **property damage** that occurred; or
2. **personal or advertising injury** arising out of an offense that was committed,

before **you** acquired or formed the organization.

The acquired or formed organization is an **insured** only with respect to the conduct of **your** business.

K. Additional insureds

If **you** have agreed in a written contract or agreement to add them as an additional insured to a policy providing the type of coverage afforded by this Coverage Part, the following persons or organizations are **insureds**:

1. Any person or organization from whom **you** lease any premises, but only with respect to liability arising out of the ownership, maintenance, or use of that part of the premises leased to **you**.

   However, there is no coverage for such additional insureds for any structural alterations, new construction, or demolition operations performed by or on behalf of the additional insured.

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT–CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 1.05 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
Alliance Residential, LLC	Patrol serices @ 289 N Elmoline Ave, Pasadena CA 91101
WinnResidential	Walking Patrol of property
City of Pasadena	Security at 1020 N Fair Oaks Avenue, Pasadena, CA

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured
Policy No. **CAWC332302**
Insurance Company
Endorsement No.

Countersigned By _____

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 30, 2023 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, the CITY desires to execute an amendment to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024. The aggregate total of Agreement and this Amendments is a sum total of $107,621.60; and

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2024, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $107,621 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

Docusign Envelope ID: A9592EBE-D16B-4561-9496-8C46DA00CA3B

"City"
City of South Pasadena

By: DocuSigned by: Armine Chaparyan B6F60358A0F24D7... 10/12/2023
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 89E050CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EEB14A7... 10/12/2023
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... 10/11/2023
Roxanne M. Diaz, City Attorney

Docusign Envelope ID: A9592EBE-D16B-4561-9496-8C46DA00CA3B

AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of October 2nd, 2024 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments a sum total of $107,621.60; and

WHEREAS, the City desires to execute an Amendment to increase the contract in an amount not to exceed $110,575, consolidating services being rendered to the Community Development Department, and transferring the current concierge security services being rendered at City Hall, to the Library and extend the term to June 30, 2025. The aggregate total of Agreement and this Amendment is a sum total of $218,196.

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2025, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $218,196 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of

Docusign Envelope ID: A9592EBE-D16B-4561-9496-8C46DA00CA3B

termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

By: Signed by: Donald E. Penman 11/4/2024
C9C235A36ABD40C...
Signature

Printed: Donald E. Penman

Title: Interim City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 10/31/2024
08E950CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 11/4/2024
8C28A8A8EFB14A7...
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne M. Diaz 11/4/2024
A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 18, 2025 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments to $107,621.60; and

WHEREAS, on October 2, 2024 Amendment No. 2 was approved by the City Council to transfer the concierge security services to the Library, consolidate services being rendered to the Community Development Department, extend the term to June 30, 2025, and increase the compensation in an amount not to exceed $110,575, bringing the aggregate total of Agreement and Amendments to $218,196.60; and

WHEREAS, the City desires to execute a third amendment to the agreement to extend the term to September 30, 2025, with no change to the compensation or the aggregate total of Agreement and Amendments.

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through September 30, 2025, as needed and determined by the City ("Term")."

Section 2. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

Signed by:
By: Todd Hileman
5CF386AC460044B...

Date: 7/9/2025

Printed: Todd Hileman

Title: City Manager

"Vendor"
California Metro Patrol

Signed by:
By: Joseph A. Perez
AC7A31F0EF4F461...

Date: 7/9/2025

Printed: Joseph A. Perez

Title: Operations Chief

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

Attest:

By: Signed by: Mark Perez BA951D463FA0445...
Mark Perez, Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

METRO PATROL
1308 East Colorado Boulevard #588
Pasadena, California 91106
PPO 17588 - (888) 788 - 0813

SECURITY SERVICES AGREEMENT

THIS AGREEMENT is entered into as of this _ 27th _ day of _ MARCH _, _ 2023 _, by and between CALIFORNIA METRO PATROL & EMS, INC, DBA: CALIFORNIA METRO PRIVATE SECURITY PATROL, DBA: CALIFORNIA METRO PATROL, DBA: CMP (hereinafter "Service Provider") and: ACT # SPAS 1414 MS

Client: _____City of South Pasadena – City Hall _____	Contact: ___ Police – Front Desk (626) 403 – 7270 ___
Address: _____ 1414 Mission Street _____	___ City Hall Main Desk (626) 403 – 7230___
City: ___ *South Pasadena* ___ State: __ *California* __ Zip Code: __ *91030* __	Client/Billing e-mail: [Tamra Binns] _ tbinns@southpasadenaca.gov _

Service Start Date: _March 27st, 2023 thru June 30th, 2023_ CLIENT/Billing e-mail: _ dmegerdichian@southpasadenaca.gov _ [Domenica Megerdichian]

Type of Service:	Rate:	Coverage:
☒ Daily Patrol	_See Addendum_	CMP Officers assigned 4 Days a week as described in the ADDENDUM. Officers posted & visibility present at the FRONT ENTRY of CITY HALL as a Concierge for Greeting and Customer Service to work in Conjunction with Staff will assist in VERIFING Visitors when entering. Report or Address Crimes in Progress at the Property, remain visible & vigilant while assigned to ensure a safe & secure environment. Officers will be observant to unwanted persons Damaging/Entering/Burglarizing the property.
☐ RAPID ALARM Response	_FREE - San Marino_	
☒ Posted UN-ARMED Officer IF Needed for Special Events or Posted ARMED Officer	_See Addendum_ $ Monthly and/or Hourly rate is based on NEW TEMPORARY Services.	
☐ NO Trespassing Signs		
☒ Property Walk		

*** Other Terms: CMP & City of South Pasadena will evaluate this Agreement for renewal of reserves with option of reoccurring services.

**** California Metro Patrol Officers that are Registered and Qualified for "Armed" service with California Bureau of Security and Investigative Services ****

Client has requested CMP to provide & CMP agrees to provide services checked above & described herein in accordance with the terms of this agreement.

1. PAYMENT AND TERMS

A. THE TOTAL MONTHLY FEE FOR SERVICES WILL BE BILLED AND PAYABLE TO: California Metro Patrol

☒ MONTHLY – Billed 10 days PRIOR to END of Period (*For Services*) Invoicing e-mail: accounting@californiametropatrol.com

☐ _____ ALARM COMPANY – For Other Alarm Companies – Billed at Additional $ 185.00/Month.

☐ RAPID ALARM Response – INCLUDED FREE clients with SAN MARINO SECURITY with CMP Patrol Services __

CLIENT HAS REQUESTED BILLING AND PAYABLE TERMS CHECKED ABOVE AND DESCRIBED HEREIN IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. PAYMENT IS DUE UPON RECEIPT OF AN INVOICE. IN ADDITION, THE CLIENT WILL PAY THE PRO-RATE FEE FOR THE MONTH IN WHICH SERVICE BEGINS.

B. THE ORIGINAL TERM OF THIS AGREEMENT FOR SERVICES SHALL BE THREE (3) MONTHS AND NO RENEW FOR ANY ADDITIONAL PERIOD UNLESS EITHER PARTY GIVES THE OTHER ATLEAST THIRTY (30) DAYS PRIOR WRITTEN NOTICE OF ITS INTENTION TO CONTINUE THE TEMPORARY AGREEMENT. SERVICE PROVIDER MAY INCREASE THE SERVICE FEE AT ANY TIME AFTER THE ORIGINAL TERM OF THIS AGREEMENT BY GIVING THE CLIENT THIRTY (30) DAYS PRIOR WRITTEN NOTICE. IF CLIENT IS UNWILLING TO PAY THE INCREASED SERVICE FEE, CLIENT MAY TERMINATE THIS AGREEMENT BY GIVING SERVICE PROVIDER WRITTEN NOTICE WITHIN THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THE INCREASE. IF THE CLIENT GIVES THE SERVICE PROVIDER WRITTEN NOTICE TO CANCEL THIS AGREEMENT, CLIENT MUST OBTAIN WRITTEN CONFIRMATION OF RECEIPT OF CANCELLATION NOTICE FROM THE SERVICE PROVIDER IN ORDER FOR THE CANCELLATION OF THIS AGREEMENT TO TAKE EFFECT, IF CLIENT HAS MADE PAYMENTS FOR SERVICES IN ADVANCE TO SERVICE PROVIDER, SERVICE PROVIDER WILL REFUND ADVANCED PAYMENT TO CLIENT WITH THE PRO-RATA FEE FOR THE MONTH IN WHICH SERVICE ENDS. THIS REFUND WILL BE DUE WITHIN THIRTY (30) DAYS OF THE DATE OF CANCELLATION OF THIS AGREEMENT. THIS RATE & TERM IS A SPECIAL OFFERING BASED ON PROFESSIONAL RELATIONSHIP WITH CITY of SOUTH PASADENA & IS NOT TRANSFERRABLE.

GENERAL TERMS APPLICABLE TO ALL OPTIONS:
CLIENT ACKNOWLEDGES THAT THE SERVICE FEE IS BASED UPON EXISTING FEDERAL, STATE AND LOCAL TAXES AND CHARGES. SERVICE PROVIDER SHALL HAVE THE RIGHT, AT ANY TIME, TO INCREASE THE SERVICE FEE TO REFLECT ANY ADDITIONAL OR INCREASED TAXES, LICENSES, PERMITS OR FEES WHICH MAY BE CHARGED TO SERVICE PROVIDER BY ANY UTILITY OR GOVERNMENTAL AGENCY RELATING TO THE SERVICES PROVIDED HEREUNDER, AND CLIENT AGREES TO PAY THE SAME. SPECIAL SERVICES IS NOT INCLUDED IN THE MONTHLY FEE. THERE IS NO FINANCE CHARGE OF COST OF CREDIT ASSOCIATED WITH THIS AGREEMENT.

2. ACKNOWLEDGMENT; RECEIPT OF COPY: CLIENT ACKNOWLEDGES THAT PRIOR TO SIGNING THIS AGREEMENT, CLIENT RECEIVED, READ AND UNDERSTOOD A LEGIBLE EXACT AND COMPLETELY FILLED IN COPY OF THIS AGREEMENT.

3. SERVICE PROVIDER'S LIMITED LIABILITY: WE DO NOT REPRESENT OR WARRANT THAT THE SERVICE WILL PREVENT ANY LOSS BY BURGALRY, HOLDUP, FIRE OR OTHERWISE, OR THAT THE SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. YOU ACKNOWLDGE AND AGREE THAT (A) WE HAVE MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED AS TO THE SERVICE, NOR HAVE YOU RELIED ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED; (B) YOU ASSUME ALL RISK OF LOSS OR DAMAGE TO YOUR PREMISES OR TO THE CONTENTS EREOF, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT, PARTICULARLY PARAGRAPH 10 IN THE EVENT OF ANY LOSS OR DAMAGE TO YOU OR ANYONE ELSE.

ALL OF THE TERMS ON PAGE TWO AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE SIGNING BELOW. YOU, THE CLIENT, MAY CANCEL THIS AGREEMENT AT ANY TIME, BY GIVING THIRTY DAYS WRITTEN NOTICE, EFFECTIVLY MAKING THIS AGREEMENT A MONTH TO MONTH AGREEMENT.

CALIFORNIA METRO PATROL & EMS, INC.	CLIENT
By: _____ Joseph Perez _____ Date; _3 - 21 - 2023_	By: Domenica Megerdichian for M Date; _3 - 27 - 2023_
Printed Name: _ Joseph Perez _ Title: _ Operations Chief _	Printed Name: ___ ~~Armine Chaparyan~~ ___ Title: __City Manager __ Domenica Megerdichian, Deputy

THIS AGREEMENT WILL NOT BE BINDING UPON CALIFORNIA METRO PATROL & EMS, INC. UNTIL EITHER (1) SIGNED BY ONE OF CALIFORNIA METRO PATROL & EMS, INC'S OWNERS/MANAGERS, OR (2) CALIFORNIA METROL PATROL & EMS, INC. STARTS THE SERVICES. IN THE EVENT OF DISAPPROVAL, CALIFORNIA METRO PATROL & EMS, INC. SHALL ONLY BE OBLIGATED TO REFUND ANY PAYMENTS PREVIOUSLY MADE TO CALIFORNIA METRO PATROL & EMS, INC. AS AN ADVANCE AGAINST SERVICES DESIRED HEREUNDER.

4. **DESCRIPTION OF SERVICE:**
Client authorized Service Provider (if applicable) to enforce Client's property rules and regulations and to cause the arrest of any person or persons on or around Client's location who are unauthorized by Client to be on Client's property and to hold such person or persons until released by Client, his known representative or law enforcement. If Service Provider's personnel observe criminal activity or other threats to Client's premises, Service provider's personnel will take appropriate prudent action, and if Service Provider deems necessary Service Provider will notify the proper law enforcement, emergency personnel and/or the first available person on the Client's emergency call list. CLIENT UNDERSTANDS AND AGREES THAT SERVICE PROVIDERS PERSONNEL, INCLUDING BUT NOT LIMITED TO, PATROL OFFICERS AND DISPATCHERS DO NOT HAVE SPECIAL ARREST OR LAW ENFORCEMENT POWERS AND MAY ONLY ACT AS ORDINARY CITIZENS. Client hereby authorizes Service Provider to cause the tow of any unauthorized vehicles on or around client's premises. In the event that Service Provider should be requested or required to tow a vehicle, it is understood and agreed to, that Service Provider is to be held harmless, from any and all costs and actions surrounded by said tows. Client may request to increase coverage of services subscribed or decrease coverage, or subscribe to other or additional services Service Provider offers by verbal and or written notice under the terms of this Agreement. It is agreed to and understood that Service Provider may supply Client with written report, but Service Provider's failure to do so does not constitute a reduction in service or a breach hereunder. Client in no event shall make any deductions from invoices as a result of any security officer's failure to leave and provide reports. Client shall pay Service Provider at the rate of $65.00 per hour, with a minimum of four (4) hours, for any and all time spent by Service Provider or Service Provider's personnel in connection with any legal court action originated on the Client's location in connection with any assigned duties hereunder.

   A. **PATROL SERVICE:** Patrol service shall consist of uniformed Patrol Officers in marked Service Provider vehicles patrolling Client's premises by vehicle and or on foot on a random and or scheduled number of patrols basis. In the event a Patrol Officer(s) is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of two hours. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charge. The Client and Service Provider agree that in the event of an emergency, or in the event a patrol officer is engaged at another location or incident, or in the event Service Provider may be short staffed, it may not be possible for Service Provider to provide the random and/or scheduled number of patrols on a given day. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   B. **RAPID ALARM RESPONSE:** If Client has elected to subscribe to patrol response service, Service Provider shall dispatch a Patrol Officer as a result of receiving a call from Client, persons authorized by Client (e.g., monitored alarm systems from third party providers) or others who have reason to believe that a crime is occurring or is about to occur on Client's premises. Service Provider **MAY CHARGE** Client for a response over their allotted amount and if in the event a Patrol Officer is required to be stationed at the location for more than sixty minutes, an hourly charge of $118.00 per hour **MAY APPLY** with a minimum of one (1) hour. The charge shall be due and payable upon Client's receipt of Service Provider's invoice for such charges. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   C. **RAPID ALARM SERVICE:** CMP will respond to the client's home alarm. CMP Officers will respond to client's premises on a requested dispatch responses. **CMP reserves the right to Not Respond and Revert the Alarm Response back to Local Law Enforcement for Alarm Response if the client fails to compensate EITHER Service Provider (CMP -or- Alarm Company).** Client agrees to hold EITHER Service Provider harmless from any liability resulting therefrom. Testing Alarm/Response is prohibited unless there is ONE (1) Day prior notice to BOTH CMP and the clients alarm company. In the event that CMP Officers are required to maintain a presence at the location for more than thirty minutes, an hourly charge of $118.00 per hour **MAY APPLY**, with a minimum of one hour. The charge shall be due and payable upon client's receipt of Service Provider's invoice for such charge. Client and Service Provider agree that in the event of an emergency or in the event Service Provider's personnel is engaged monitoring another incident, or in the event Service Provider may be short staffed, it may not be possible for Service provider to provide the response. Client agrees to hold Service Provider harmless from any liability resulting therefrom. **ALL COSTS SUPERCEIDED BY: Posted ARMED Officer COST in ADDENDUM Page.**

   D. **POSTED OFFICER SERVICE: Posted Officer** service is agreed to upon Client's request to Service Provider. Posted Officer shall consist of uniformed Patrol/Standing Officers in marked uniform(s) of the Service Provider that will execute the above agreed to specifications, during the pre-arraigned shifts, and will remain on the premises as agreed. This service to be charged for prevailing agreed to rate. The charge shall be due and payable upon two-week Client's receipt of Service Provider's invoice for such charges.

5. **SERVICE PROVIDER'S DUTIES:** Patrol officers and dispatchers while on duty shall be completely outfitted with a uniform and all necessary equipment and all supplies necessary to accomplish the assigned duties as determined by Client and Service Provider. The services provided for by this Agreement shall be performed by qualified, efficient and dedicated personnel in strict accordance with the recognized and best practices and with the standards and special instructions issued by Client. All personnel are the sole responsibility of Service Provider and at all times subject to the direct supervision and control of Service Provider. Service provider will have the sole responsibility for paying all salaries and taxes and all other expenses related to all personnel in the employ of Service Provider.

6. **CLIENT'S DUTIES:** In the case of a Client with a System or Cameras, Client will instruct Client's employees, family members and other who may use the system or Cameras on its proper use. Client will obtain and keep in effect all permits and licenses that may be required for the installation and operation of the System or Cameras. Client will pay all usage fees imposed by any governmental agency. Client will provide an emergency call list which will include the name, telephone number and position of each person Service provider may call in the event Service Provider believes there is an emergency at Client's premises and other emergency information Service provider may request. Client will provide written notice of any changes in information such as Client's emergency call list, service instructions and procedures. Client agrees that Service Provider may provide the information in Client's call list to any governmental agency having jurisdiction over Service Provider.

   Client agrees that it will not either during the terms of this Agreement or for a period of two (2) years following the termination, hire or cause to be hired for its own employment any of the personnel of Service Provider who may or may not have performed services at any time in connection with the carrying out of the terms of this Agreement. It is further agreed that Service Provider is neither an employment agency nor a clearinghouse for people, and the personnel it furnishes are made possible only by a substantial investment in advertising, recruiting, testing and training its personnel. In consideration of the above mentioned time and expense invested in personnel, in the event Client hires or causes to be hired for its use and benefit any of Service Provider's personnel, Client agrees to pay Service Provider a replacement fee of three thousand five hundred ($3,500.00) dollars, or the actual costs incurred by Service Provider, according to proof, whichever is higher, for each and every employee.

7. **FALSE ALARMS:** Client agrees that Client or others using or having control over the System (including, but not limited to Client's alarm dealer or Monitoring Facility) will use it carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond Service Provider's control. If Service Provider receives too many false alarms or dispatch requests where no emergency exists, Service Provider **MAY CHARGE** for or Cancel response services. If false alarm fines or penalties are charged to Client or Service Provider by any governmental agency, Client will pay the charge or repay Service Provider for the charge as the case may be.

8. **SUSPENSION OR CANCELLATION OF THIS AGREEMENT; DELINQUENCY CHARGE:** Client understands that Service Provider may stop or suspend services if, (a) severe weather, earthquake, natural disasters, or "Acts of God" affect the operation of Client's premises or damage Client's premises such that continuing service would be impractical, (b) Service Provider is unable to provide service because of some action or ruling by any governmental authority, (c) Service is terminated or suspended for any reason, (d) Client becomes a debtor in a bankruptcy proceeding, or Client does not pay the service fee, after Service Provider has given Client notice that Service Provider is cancelling service because of non-payment. Service Provider may charge a service re-establishment fee if service is suspended for non-payment. If Client fails to make any payment when due Service Provider may discontinue service, terminate this Agreement and recover all damages to which Service Provider is entitled including the value of the service performed and all amounts to Service Provider for the unexpired term of the Agreement. In addition, Service Provider may impose a late charge on all payment made more than thirty (30) days past due in the maximum amount permitted by California law.

9. **ASSIGNEES AND SUBCONTRACTORS:** Service Provider may not transfer or assign this Agreement to any other alarm, patrol or response company or financing institution without notice to Client. Client may not transfer this Agreement to someone else (including someone who purchases or rents Client's Premises) unless Service Provider pre-approves the transfer in writing. If Service Provider uses subcontractors to provide service, this Agreement and particularly paragraph 10 shall apply to them and the work they perform and protect them in the same manner as it applied to and protects Service Provider.

10. **SERVICE PROVIDER IS NOT AN INSURER; LIMITATION OF LIABILITY:** CLIENT UNDERSTANDS THAT (a) SERVICE PROVIDER IS NOT AN INSURER OF CLIENT'S PROPERTY OR THE PERSONAL SAFETY OF PERSONS IN CLIENT'S PREMISES, (b) THE AMOUNT CLIENT PAYS TO SERVICE PROVIDER IS BASED ONLY ON THE VALUE OF THE SERVICE THAT SERVICE PROVIDER IS PROVIDING HEREUNDER, (c) THE SERVICE THAT SERVICE PROVIDER MAY PROVIDE MAY NOT ALWAYS OPERATE PROPERLY FOR VARIOUS REASONS, (d) IT IS DIFFICULT TO DETERMINE IN ADVANCE THE VALUE OF CLIENT'S OR ANY OTHER PERSONS' PROPERTY THAT MIGHT BE LOST, STOLEN OR DESTROYED IF THE SERVICE FAILS TO OPERATE PROPERLY, (e) IT IS TO DETERMINE IN ADVANCE HOW FAST THE POLICE OR FIRE DEPARTMENT OR OTHERS WOULD RESPOND TO A REQUEST FOR HELP, (f) SERVICE PROVIDER SHALL NOT HE HELD LIABLE OR RESPONSIBLE FOR LOSS AND/OR DAMAGE TO PERSONS OR PROPERTY CAUSED DIRECTLY OR INDIRECTLY BY THE PERFORMANCE, OR LACK OF PERFORMANCE, OF THE OBLIGATIONS IMPOSED BY THIS AGREEMENT.

11. **LIMITATION ON LAWSUITS; WAIVER; SEVERABILITY; GOVERNING LAW:** Both Service Provider and Client agree that no demand for arbitration, lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one year after the incident giving rise to the claim. A waiver by Client or Service Provider of any term or condition of this Agreement in any instance shall not be deemed or construed to be a waiver of such term or condition in the future, or any subsequent breach thereof. If any provision of this Agreement as applied to either Client or Service Provider or any circumstance shall be adjudged by a court to be void and unenforceable, such shall in no way affect any other provision of this Agreement, the application of such provision in any other circumstance, or the validity or enforceability of this Agreement. This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements which are executed and fully performed within said state without regard to California's conflicts of interest rules.

12. **ENTIRE AGREEMENT:** Except as expressly set forth herein, this Agreement (and any Exhibits or Schedules attached hereto) is the sole and entire agreement between Client and Service Provider and supersedes all prior representations, negotiations, promises, understanding or agreements, whether oral or written, between Client and Service Provider with respect to the subject matter hereof.

13. **SERVICE PROVIDER LICENSE:** PRIVATE PATROL OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICE, CALIFORNIA STATE DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA, 95814, www.bsis.ca.gov.

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California METRO PATROL

Law Enforement Founded Armed Patrol Since 2007

SECURITY SERVICES – ADDENDUM

Prepared for: City of South Pasadena – City Hall
1414 Mission Street, South Pasadena, CA 91030
Attn: City of South Pasadena – City Hall Main (626) 403-7230
Police Department Main (626) 403-7270

March 21st, 2023

Accepted By: Domenica Megerdichian
Signed

Printed Name: Domenica Megerdichian
Deputy City Manager

Date: 03/29/2023

Docusign Envelope ID: 38769FF8-76C6-4C60-9B6B-9A556EF7DF13

California METRO PATROL

Law Enforcement Founded Armed Patrol
Since 2007

ADDENDUM – Posted CONCIERGE (Plain Clothes Security Officer)

California Metro Patrol is pleased to provide the following services to **City of South Pasadena City Hall / Police Department**, for Concierge plain clothes security officer inside the City Hall facility. CMP is grateful for the opportunity to fulfil security services to meet security needs of **City Hall and Police Department**.

CONCIERGE SECURITY INCLUDES:

CMP will provide and support our clientele to mitigate security incidents the following:

- Entry area visibility and entry verification of patrons to City Hall
- Armed/Un-Armed escorts with qualified and trained officers for City Personnel
- Requested Additional venues for city sanctioned events and special events

ARMED PATROL OFFICERS

All of CMP's armed security officers receive regular firearms training with a veteran range master, Phil Rapagna (Retired Pasadena Police Department)

Budget

SERVICE	BUDGET
Unarmed Concierge plain clothes security officer	**$ 41.11 / Hour**
Posted Concierge plain clothes security officer primary responsibility of greeting and welcoming city visitors and staff at City Hall and Police Department. Concierge focuses on keeping the public informed and a safe environment for city visitors and city employees. Additionally being available to the city council members for escorts and personal attention for their needs.	

Initials: MM

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California METRO PATROL

Law Enforement Founded Armed Patrol
Since 2007

Security Summary

This California Metro Patrol ADDENDUM covers on-site Concierge plain clothes security detail of **1414 Mission Street, South Pasadena CA 91030**. The City of South Pasadena falls in the geographic boundaries of CMP's regular service and patrol area.

ADDITIONAL Patrols can be or that are requested will be performed randomly through the shift to increase effectiveness of service.
Concierge security services are to cover the following schedule:

Required set days per week 10 hours a day (8am -to- 6pm):

1. Monday -thru- Thursday 4 days

**The set schedule times are determined by the City of South Pasadena:*

- Scheduled by city hall staff or assigned Police Department designee
- Police Officers may be summoned for additional response during the day

Additional Security Detail

For added security or a scheduled event, in an Emergency Situation or at "Cities Request", If necessary, a detail of one (1) to three (3) security officers, with a 4-hour minimum and up to 8-hour maximum per shift for events or requested service in a time of need. These additional CMP Officers can be assigned for such events as city sanctioned public events if the need arises for additional staffing.

Patrol Response

During the assigned detail, CMP offers added Patrol Officers to respond and enhance the assigned Concierge plain clothes Officer, which increases the layered security service during the day and times of service, If a situation requires additional CMP resources in such instances as a crowd control up-rising where need oversight by security is requested.

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BILLING CYCLE

Invoicing for a specialized Posted & Patrol Security officer detail and Patrol response:

- Issued Monthly
- Payment due 21-day net after electronic e-mail receipt

DETAIL

CMP Concierge plain clothes officer will provide the City Hall / Police Department with a welcoming and customer service based greeter with the ability to address immediate security needs as a buffer until South Pasadena Police personnel can arrive on-scene to address and resolve a security need or breach in the safety of the City Hall facility.
This detail will focus on areas of concerns:

- Greeting the general public and assisting with directions around City Hall
- Integrity of the property, surroundings, perimeter and pathways around City Hall; maintaining high visibility to deter unwanted activity or potential theft or threat
- Assigned on-call patrol supervisor for the account to ensure compliance of the assigned officer and supplemental resource should the need arise

Other Budget Coverage

HOLIDAY COVERAGE

Billed at Holiday Rate $98.88/hr (***ONLY if Requested by the City of South Pasadena***)
CMP requests a 1-month advanced notice of scheduling Officers for Holiday coverage. In the event that we do not receive a 1-month advance notice, the hours will be billed at double rate time.

COURT TIME

Billed at $118.00/hr (***Only if the Officer is NOT with-in regularly assigned hours***), with a 4-hour minimum for morning and afternoon sessions, should an officer be called to testify in a criminal/civil case related to a city incident, court time is billed accordingly.

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California
METRO PATROL
Law Enforcement Founded Armed Patrol
Since 2007

California Metro Patrol Team

CMP's management team has a combined 114 years of law enforcement and civil service experience and diverse expertise in security and protection. Along with our proven safety experience, we are customer-focused and emphasize building trusted relationships through client satisfaction. The team is headed by Joseph Perez and supported by a cadre of retired law enforcement and civil service members.

On behalf of Chief Joseph Perez and the California Metro Patrol team, thank you for your ACCEPTANCE of this executed Concierge security services plan. Please feel free to contact us with any questions you might have. We strive to meet the needs and the security strategy set fourth for the **City of South Pasadena – 1414 Mission Street, South Pasadena, CA 91030**.

Very Sincerely,

Joseph A. Perez
Operations Chief
jperez@californiametropatrol.com | (562) 888-3788

Initials:

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Certificate of Liability

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Betty Baldivia
El Dorado Insurance Agency, Inc. El Dorado Sec Srvs Ins Agy 3673 Westcenter Drive Houston TX 77042	PHONE (A/C, No, Ext): (713) 521-9251 FAX (A/C, No): (713) 521-0125 E-MAIL ADDRESS: bbaldivia@eldoradoinsurance.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
California Metro Private Security Patrol 1308 East Colorado Blvd., #588 Pasadena CA 91106	INSURER A: Certain Underwriters at Lloyd's London	32727
	INSURER B: Progressive Insurance	29203
	INSURER C: Kinsale Insurance Company	38920
	INSURER D: Norguard Insurance Company	31470
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Special 12/22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			MPL4014449.22	12/11/2022	12/11/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			00541921-0	11/18/2022	5/18/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			0100109956-3	12/11/2022	12/11/2023	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			CAWC332302	12/2/2022	12/2/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. $250,000 Assault & Battery limits included The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the

CERTIFICATE HOLDER

Stage & Standup Production, Inc.
24 North Mentor
Pasadena, CA 91106

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R.L. Ring, Jr./BETTY

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COMMENTS/REMARKS

named insured and the certificate holder that requires it.

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C. Limited liability companies

If **you** are a duly organized limited liability company, **your** members and their spouses are **insureds**, but only with respect to the conduct of **your** business. **Your** managers are also **insureds**, but only with respect to their duties as **your** managers.

D. Other organizations

If **you** are an organization (including a professional corporation) other than a partnership, joint venture, or limited liability company, **your** directors and **officers** are **insureds**, but only with respect to their duties as **your** directors or **officers**. **Your** stockholders and their spouses are also **insureds**, but only with respect to their liability as **your** stockholders.

E. Trusts

If **you** are a trust, **your** trustees are **insureds**, but only with respect to their duties as **your** trustees.

F. Employees

Your employees are **insureds**, but only while in the course and scope of their employment by **you** or while performing duties related to the conduct of **your** business.

G. Volunteer workers

Your volunteer workers are **insureds**, but only while in the course and scope of their activities related to the conduct of **your** business performed on **your** behalf or at **your** direction.

H. Real estate managers

Persons (other than **your employees**) or organizations acting as **your** real estate managers are **insureds**, but only with respect to their duties as **your** real estate managers.

I. Amateur athletic participants

Any person representing **you** while participating in an amateur athletic activity **you** sponsor is an **insured**. However, no such person is an **insured** for:

1. **bodily injury** to:
   a. a co-participant, **your employee**, or **your volunteer worker** while also participating in the amateur athletic activity **you** sponsor; or
   b. **you** or any of **your** partners, members, or **officers**; or
2. **property damage** to property owned, occupied, or used by; rented to; or in the care, custody, or control of:
   a. a co-participant in the amateur athletic activity **you** sponsor, **your employee**, or **your volunteer worker**; or
   b. **you** or any of **your** partners, members, or **officers**.

J. Newly acquired or formed organizations

If there is no other similar insurance available, any organization **you** acquire or form during the **policy period**, and in which **you** have majority ownership or interest at the time of an **occurrence** or offense covered by this Coverage Part, will qualify as an **insured**. This coverage is effective on the date of acquisition or formation and is afforded only until the 180th day after **you** acquire or form the organization, or the end of the **policy period**, whichever is earlier.

There is no coverage for the acquired or formed organization for:

1. **bodily injury** or **property damage** that occurred; or
2. **personal or advertising injury** arising out of an offense that was committed,

before **you** acquired or formed the organization.

The acquired or formed organization is an **insured** only with respect to the conduct of **your** business.

K. Additional insureds

If **you** have agreed in a written contract or agreement to add them as an additional insured to a policy providing the type of coverage afforded by this Coverage Part, the following persons or organizations are **insureds**:

1. Any person or organization from whom **you** lease any premises, but only with respect to liability arising out of the ownership, maintenance, or use of that part of the premises leased to **you**.

   However, there is no coverage for such additional insureds for any structural alterations, new construction, or demolition operations performed by or on behalf of the additional insured.

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT–CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 1.05 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
Alliance Residential, LLC	Patrol serices @ 289 N Elmoline Ave, Pasadena CA 91101
WinnResidential	Walking Patrol of property
City of Pasadena	Security at 1020 N Fair Oaks Avenue, Pasadena, CA

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. **CAWC332302**
Insurance Company

Endorsement No.

Countersigned By _____

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of June 30, 2023 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, the CITY desires to execute an amendment to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024. The aggregate total of Agreement and this Amendments is a sum total of $107,621.60; and

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2024, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $107,621 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

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"City"
City of South Pasadena

By: DocuSigned by: Armine Chaparyan B6F60358A0F24D7... 10/12/2023
Signature

Printed: Arminé Chaparyan

Title: City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 89E050CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 8C28A8A8EEB14A7... 10/12/2023
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7800E5CA8A241F... 10/11/2023
Roxanne M. Diaz, City Attorney

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AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS AMENDMENT ("Amendment") is entered into as of October 2nd, 2024 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for SECURITY GUARD CONCIERGE SERVICES ("Agreement") for VENDOR to perform SECURITY GUARD CONCIERGE services for the City; and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed of $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments a sum total of $107,621.60; and

WHEREAS, the City desires to execute an Amendment to increase the contract in an amount not to exceed $110,575, consolidating services being rendered to the Community Development Department, and transferring the current concierge security services being rendered at City Hall, to the Library and extend the term to June 30, 2025. The aggregate total of Agreement and this Amendment is a sum total of $218,196.

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through June 30, 2025, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $218,196 during the Term for the services.

Section 3. The Agreement is amended to incorporate the following provision: The City may terminate this Agreement at any time for any reason or no reason after giving written notice to Vendor at least ten calendar days before the termination is to be effective. Vendor shall cease all work under this Agreement on the effective date of

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termination specified in the notice. In the event of termination by the City, due to no fault of Vendor, Vendor shall be paid based on the services performed through the date of termination. Vendor shall have no other claim against by the City by reason of such termination.

Section 4. Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall control.

"City"
City of South Pasadena

By: Signed by: Donald E. Penman 11/4/2024
C9C235A36ABD40C...
Signature

Printed: Donald E. Penman

Title: Interim City Manager

"Vendor"
California Metro Patrol

By: DocuSigned by: Joseph A. Perez 10/31/2024
08E950CBC061498...
Signature

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

By: DocuSigned by: Mark Perez 11/4/2024
8C28A8A8EFB14A7...
Mark Perez , Deputy City Clerk

Approved as to form:

By: DocuSigned by: Roxanne M. Diaz 11/4/2024
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Roxanne M. Diaz, City Attorney

Docusign Envelope ID: BFFADCA4-F382-4A51-A403-5C327B2D62EB

FOURTH AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD CONCIERGE SERVICES

THIS FOURTH AMENDMENT ("Amendment") is entered into as of October 15, 2025 by and between the CITY OF SOUTH PASADENA ("CITY") and CALIFORNIA METRO PATROL. ("VENDOR").

RECITALS

WHEREAS, on March 27, 2023, the CITY and VENDOR entered into an Agreement for security guard concierge services for the City ("Agreement"); and

WHEREAS, the original Agreement was in the amount of $23,021.60; and

WHEREAS, on October 4, 2023 Amendment No. 1 was approved by the City Council to increase the compensation in an amount not to exceed $84,600 and extend the term for up to an additional twelve months, as needed, to June 30, 2024, bringing the aggregate total of Agreement and Amendments to $107,621.60; and

WHEREAS, on October 2, 2024 Amendment No. 2 was approved by the City Council to transfer the concierge security services to the Library, consolidate services being rendered to the Community Development Department, extend the term to June 30, 2025, and increase the compensation in an amount not to exceed $110,575, bringing the aggregate total of Agreement and Amendments to $218,196.60; and

WHEREAS, on June 18, 2025 Amendment No. 3 was approved by the City Council to extend the term to September 30, 2025, with no change to the compensation or aggregate total of the Agreement and Amendments; and

WHEREAS, the City desires to execute a fourth amendment to extend the term to February 28, 2026 and increase the contract in an amount not to exceed $119,000, bringing the aggregate total of Agreement and Amendments to $337,196.60.

NOW THEREFORE, THE CITY AND THE VENDOR AGREE AS FOLLOWS:

Section 1. The term of the Agreement as described on the first page of the Agreement is hereby revised as follows: "Service Start Date": March 27, 2023 through February 28, 2026, as needed and determined by the City ("Term")."

Section 2. The Agreement is amended to incorporate the following provision: The City shall compensate Vendor for the services provided to the City at the hourly rate set forth in the Agreement. However, in no event shall Vendor be paid more than $337,196.60 during the Term for the services.

Section 3. Except as expressly modified by this fourth amendment, all other provisions of the Agreement fourth amendment and the provisions of the Agreement, the provisions of this fourth amendment shall control.

Docusign Envelope ID: BFFADCA4-F382-4A51-A403-5C327B2D62EB

"City"
City of South Pasadena

Signed by:
By: Todd Hileman
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Date: 10/15/2025

Printed: Todd Hileman

Title: City Manager

"Vendor"
California Metro Patrol

Signed by:
By: Joseph A. Perez
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Date: 10/20/2025

Printed: Joseph A. Perez

Title: Operations Chief

Attest:

Signed by:
By: Mark Perez
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Mark Perez, Acting Chief City Clerk

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
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Roxanne M. Diaz, City Attorney

City Council Agenda Report

ITEM NO. 14

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Michael Lau, Public Works Project Manager

SUBJECT: **CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO KOBA CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $82,800.00 FOR THE ARROYO SECO GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT (PROJECT NO. 5231)**

Recommendation

It is recommended that the City Council:

a. Approve the specifications for the Arryo Seco Golf Course 13th Hole Fencing Replacement Project (Project);
b. Award a construction contract to KOBA Construction, Inc. for construction services for the Project for an amount not to exceed $82,800 which includes the proposed bid amount of $69,000 and a 20% contingency of $13,800;
c. Reject all other bids received;
d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the agreement and all related documents.

Executive Summary

In January 2025, windstorms caused considerable damage to the existing netting at the Arroyo Seco Golf Course near the 13th hole. This item proposes the approval of a contract for the removal and replacement of the damaged netting and poles.

Background

The City's Public Works Department (PWD) is responsible for developing and implementing the City's CIP, including improvements and repairs to City infrastructure. The award of a contract (Attachment 1) to a construction vendor for Parks Facilities repairs is subject to approval by City Council as a Public Works Contract pursuant to the South Pasadena Municipal Code.

Analysis

The Project work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the specifications and contract documents, consisting of demolition of the existing, damaged netting, poles, and chain-link fence, and design, fabrication, and installation of a new netting system approximately 230 feet long and

30 feet high, with new chain-link fence.

The City of South Pasadena PWD solicited an Informal Public Works Bid to fencing and general contractors through a Notice Inviting Bids posted on the PlanetBids website on February 3, 2026. In addition, the solicitation was advertised on the Dodge Construction Network, Bid America, and Kern County Builders Exchange. The advertisement included the project specifications and other contract documents.

The Contractor is responsible for the foundation design which will be submitted and approved by the City Building and Safety Division. Award of this Informal Public Works Bid requires City Council approval. It is recommended that the City Council approve the Project specifications (Attachment 2).

Through the bid period, ending March 4, 2026, twelve (12) bids were received from the following vendors:

Bidder No.	Bidder	Bid Amount
1	KOBA	$69,000
2	YMC	$89,000
3	Judge Netting	$91,400
4	Elegant	$98,000
5	Red Hawk	$107,926
6	OrangeBlue	$119,000
7	Dash	$161,400
8	CDM	$168,976
9	Axiom	$185,160
10	Quality Fence	$188,888
11	Leonida	$200,000
12	Izurita	$206,304

South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI describes the City's purchasing rules. Specifically, SPMC Section 2.99-39 defines the purchasing procedure to award a Public Works Contract to the lowest responsible bidder. Contracts resulting from competitive bidding are awarded based on the lowest responsible bidder who submitted a bid that was responsive to the solicitation request.

KOBA Construction, Inc., is located in the City of San Clemente, California and is the lowest responsible bidder. KOBA Construction and their subcontractor have experience in miscellaneous concrete work, fencing and metal work and is appropriately licensed and qualified to perform the work.

Fiscal Impact

Through the current golf course operator, the City has received property insurance reimbursement for damage caused by the January 2025 windstorm in the amount of $65,887, which will be appropriated in the project account (Account No. 295-9005-9012-8170-000). Additionally, staff is proposing to transfer the remaining $16,913, funds currently appropriated for the Arroyo Seco Golf Course Driving Range Netting Replacement Project (Account No. 295-9005-9157-9157-000) to the Hole 13 Netting project (Account No. 295-9005-9012-8170-

000). This will cover the full project cost of $82,800.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Environmental Analysis
The Project involves the replacement of existing fencing and netting at the Arroyo Seco Golf Course. Staff has evaluated the project for potential environmental impacts and determined that it qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) pursuant to Section 21084 of the Public Resources Code and State CEQA Guidelines Article 19, Section 15301, Class 1 (Existing Facilities).

Staff recommends that the City Council find the project categorically exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15301, Class 1, as the Project consists of repair and maintenance of existing facilities involving no expansion of use.

Attachment:
Attachment 1 Contract GC13thHoleFencing
Attachment 2 Specification GC13thHoleFencing
Attachment 3 Bid Addenda GC13thFencing

CONTRACT AGREEMENT

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this _____ day of_____, 20__ *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and _____ a _____
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of _____, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown in the Specifications and Contract Documents. The work to be performed under this contract is summarized in the Notice Inviting Sealed Bids and includes but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages.

The work in general, to be performed pursuant to these specifications, consists of the demolition, removal, and replacement of the damaged netting system and chain link fencing at the Arroyo Seco Golf Course 13th hole along Lohman Lane in South Pasadena, CA.

Demolish and remove the existing three damaged 30-ft (above ground) metal posts, foundations to 1-ft below ground surface, approximately 5,400 SF of netting, and approximately 1,200 SF of chain link fencing.

Furnish and install new 230LF netting system and 200 LF of 6-ft high chain link fence. New netting system post spacing, foundation and reinforcement design, and tensioning anchor locations to be determined by stamped plans. Submit stamped plans to South Pasadena Building and Safety for a no-fee permit. Netting system must include a minimum of 5 new metal posts, new rope bound UV inhibitor treated polyethylene netting (weave/opening of 1-in or smaller) up to a minimum of 30 feet above ground surface (may attach to or overlap with chain link fence), all hardware must be galvanized, and the system must be properly tensioned and secured with appropriate anchors as determined by stamped plans.

The work requires close coordination with the parks and golf course staff to minimize traffic and operations disruptions during the installation process. The project manager will conduct a final inspection to ensure all installation meets the required standards before approving final completion of the project.

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231
The limits of work include:

Arroyo Seco Golf Course
Fence line adjacent to 930 – 920 Lohman Lane,
South Pasadena, CA 91030

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005231
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums
- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of _Sixty-Nine Thousand_ Dollars, ($_69,000.00_).
5) **Time of Completion:** _Fifty (50)_ Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.
6) **Liquidated Damages:** $2,800 for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.
7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

Contractor's Name _KOBA CONSTRUCTION_
Address _103 W El Portal_____
Suite C
_San Clemente, CA 92672___

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained

and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20__ *(Council Action Date)*

CONTRACTOR: _____
[CONTRACTOR'S BUSINESS NAME]

_____
CONTRACTOR's Sign Name, Title

CONTRACTOR's License No. _____

AGENCY: _____ _____
Todd Hileman, City Manager Date
City of South Pasadena

ATTESTED: _____ _____
Nikima Newsome, Chief City Clerk Date
City of South Pasadena

APPROVED AS
TO FORM: _____ _____
Roxanne Diaz, City Attorney Date
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

Public Works Project Bid Packet

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
CITY OF SOUTH PASADENA
Public Works Department

Purpose:	Construction, repair, improvements etc. of public buildings or property
Value:	Under $200,000
Bidding:	Informal Bid Process in accordance with South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XIII Awarding Public Works Contracts and the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.)

Required Documents Checklist:

- □ Notice Inviting Sealed Bids
- □ Instruction to Bidders
- □ Proposal Information and Documents
- □ Contract Information and Documents
- □ Standard Specifications
- □ Special Provisions Part 1 through 9
- □ Appendices

Mandatory Forms Checklist:

- □ Bid Proposal
- □ Bid Schedule
- □ Bid Bond & Certificate of Acknowledgment or Bid Guarantee
- □ Bidder Information
- □ Experience Statement
- □ Designation of Suppliers and Subcontractors
- □ Statement Regarding Insurance Coverage
- □ Statement Regarding Contractor's Licensing Laws
- □ Non-Collusion Affidavit

Documents Required Upon Award:

- □ Contract Agreement & Certificate of Acknowledgment
- □ Payment Bond & Certificate of Acknowledgment
- □ Faithful Performance Bond & Certificate of Acknowledgment
- □ Maintenance Bond & Certificate of Acknowledgment
- □ Worker's Compensation Insurance Certificate
- □ Endorsements to Insurance Policy

Approved for use on June 7, 2023
294856.v3

NOTICE INVITING BIDS AND CONTRACT DOCUMENTS

FOR

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Prepared and Approved by:
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7240

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GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

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SECTION A – NOTICE INVITING SEALED BIDS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231

IN THE CITY OF SOUTH PASADENA, CALIFORNIA

CALENDAR OF EVENTS*

Bid Advertisement	3rd day of February, 2026
Bid Package available starting	3rd day of February, 2026
Pre-Bid Meeting & Site Visit Walk Through	12th day of February, 2026 at 1:00 p.m.
Questions Regarding the Proposal Due	17th day of February, 2026 at 5:00 p.m.
Addendum Posted on City's Planet Bids system	19th day of February, 2026 at 4:00 p.m.
Bid Due Date and Time	24th day of February, 2026 at 4:00 p.m.
Bid Opening	24th day of February, 2026 at 5:00 p.m.
Bid Results/Contractor Selection	2nd day of March, 2026
Council approval of Contract	4th day of March, 2026
New Contract in Effect	18th day of March, 2026
Construction Start Date, not earlier than	23rd day of March, 2026
Construction End Date, not later than	29th day of May, 2026

*All dates are subject to change.

NOTICE INVITING SEALED BIDS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

PUBLIC NOTICE IS HEREBY GIVEN that the City of South Pasadena as AGENCY, invites sealed bids for the above stated project and will receive such bids through the City's online bid management system ("PlanetBids") or as a sealed bid package submitted to City, up to the hour of 4:00 p.m., on Thursday the 24th day of February 2026. After said time, bids will be publicly posted on PlanetBids. The date and time shall be extended by no less than 72 hours if the officer, department, or Project Manager issues any material changes, additions, or deletions to the invitation later than 72 hours prior to the bid closing. Any bids received after the time specified above or any extension due to material changes shall not be considered.

Project Name: *GOLF COURSE 13TH HOLE FENCING REPLACEMENT (PROJECT NO. 005231)*

City PlanetBids Project Bid Opportunities: https://vendors.planetbids.com/portal/44654/bo/bo-search

Project Description: The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of the demolition, removal, and replacement of the damaged netting system and chain link fencing at the Arroyo Seco Golf Course 13th hole along Lohman Lane in South Pasadena, CA. Demolish and remove the existing three damaged 30-ft (above ground) metal posts, foundations to 1-ft below ground surface, approximately 5,400 SF of netting, and approximately 1,200 SF of chain link fencing. Furnish and install new 230 LF netting system and 200 LF of 6-ft high chain link fence. New netting system post spacing, foundation and reinforcement design, and tensioning anchor locations to be determined by stamped plans. Submit stamped plans to South Pasadena Building and Safety for a no-fee permit. Netting system must include a minimum of 5 new metal posts, new rope bound UV inhibitor treated polyethylene netting (weave/opening of 1-in or smaller) up to a minimum of 30 feet above ground surface (may attach to or overlap with chain link fence), all hardware must be galvanized, and the system must be properly tensioned and secured with appropriate anchors as determined by stamped plans. The City project manager will conduct a final inspection to ensure all installation meets the required standards before approving final completion of the project.

Engineer's Estimate: $85,000

A bidder may obtain a copies of the plans, specifications, and contract documents from PlanetBids. To the extent required by section 20103.7 of the Public Contract Code, upon request from a contractor plan room service, the City shall provide an electronic copy of the contract documents at no charge to the contractor plan room. Please Note: Prospective bidders who choose to review the contract documents at a plan room must also register with the City through PlanetBids to obtain the required contract documents if they decide to submit a bid for the Project.

It is the responsibility of each prospective bidder to download and print all contract documents for review and to verify the completeness of contract documents before submitting a bid. Any addenda will be posted on PlanetBids. It is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. The City does not assume any liability or responsibility based on any defective or incomplete copying, excerpting, scanning, faxing,

downloading or printing of the contract documents. Information on PlanetBids may change without notice to prospective bidders. The contract documents shall supersede any information posted or transmitted by PlanetBids.

In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the AGENCY has determined that the contractor shall possess a valid Class A, B, or C-13 contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render a bidder's bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to the AGENCY that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder. (Public Contract Code § 20103.5)

CONTRACTORS AND SUBCONTRACTORS ARE ALSO REQUIRED TO BE REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS FOR ANY BID PROPOSAL SUBMITTED ON OR AFTER MARCH 1, 2015, AND FOR ANY CONTRACT FOR PUBLIC WORK ENTERED INTO ON OR AFTER APRIL 1, 2015. A contractor or subcontractor shall not be qualified to bid on, be listed on a bid proposal for, or perform any public work contract unless it is currently registered with the California Department of Industrial Relations as described in Labor Code § 1725.5.

Bids must be prepared on the approved bid forms in conformance with INSTRUCTIONS TO BIDDERS and submitted through PlanetBids.

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by THE TIME AND DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder's security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier's check made payable to the City of South Pasadena; (c) a certified check made payable to the City of South Pasadena; or (d) a bidder's bond executed by an admitted surety insurer, made payable to the City of South Pasadena. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and to deliver the necessary bonds and insurance certificates as specified in the contract documents. **THE BID GUARANTEE MUST BE SUBMITTED IN HARD COPY DIRECTLY TO THE CITY PRIOR TO THE SPECIFIED DATE AND TIME FOR BID OPENING AS SET FORTH IN THE INSTRUCTIONS TO BIDDERS.**

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 9550, a payment bond is required to be submitted for all projects estimated in excess of $25,000.00.

The AGENCY has determined that the proposed project is a public works project subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

The AGENCY reserves the right to reject any and all bids and to waive any minor irregularities in the proposal documents.

All questions should be submitted via PlanetBids. City staff will not respond to questions made via phone or email.

CITY OF SOUTH PASADENA

Date: February 3, 2026 By: _____

Julian Lee
Public Works Director

SECTION B – INSTRUCTIONS TO BIDDERS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

INSTRUCTIONS TO BIDDERS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

B1.01 INSPECTION OF SITE OF WORK

Bidders are required to inspect the site of the work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at the site of work. If, during the course of his/her examination, a bidder finds facts or conditions which appear to him/her to conflict with the letter or spirit of the contract documents, or with any other data furnished him/her, he/she may apply to the AGENCY in writing in accordance with **B1.04 INTERPRETATION OF CONTRACT DOCUMENTS** for additional information and explanation before submitting his/her bid.

The submission of a proposal by the bidder shall constitute the acknowledgment that, if awarded the contract, he/she has relied and is relying on his/her own examination of (a) the site of the work, (b) the access to the site, and (c) all other data, matters, and things requisite to the fulfillment of the work and on his/her own knowledge of existing services and utilities on and in the vicinity of the site of the work to be constructed under the contract, and not on any representation or warranty of the AGENCY. No claim for additional compensation will be allowed which is based upon a lack of knowledge of these items.

B1.02 EXAMINATION OF CONTRACT DOCUMENTS

Each bidder shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications, drawings and addenda (if any). The submission of a proposal shall constitute an acknowledgment upon which the AGENCY may rely that the bidder has thoroughly examined and is familiar with the contract documents. The bidders' attention is directed to the need, if any, for special invoicing for this project. The failure or neglect of a bidder to receive or examine any of the contract documents shall in no way relieve him/her from any obligations with respect to his/her proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract document.

B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE

Bidder's attention is called to the provisions set forth in **SECTION E, STANDARD SPECIFICATIONS**, particularly those pertaining to the contract period and liquidated damages for avoidable delays.

The CONTRACTOR shall begin work within fifteen (15) calendar days after the date of material delivery and within the working days established by the Notice to Proceed, and shall diligently prosecute said work to completion before the expiration of **50 WORKING DAYS.** The CONTRACTOR shall pay to the AGENCY liquidated damages in accordance with Section 6-9 of the special Provisions (Section F) for each calendar day, or portion thereof, of delay in finishing the work in excess of the number of working days prescribed above.

B1.04 INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretations will be made to any bidder as to the meaning of the contract documents. Requests for an interpretation shall be made in writing and submitted to the AGENCY through PlanetBids at least five (5) working days before the time announced for opening the proposals. Interpretations by the AGENCY will be in the form of addenda to the contract documents and, when issued, will be posted on PlanetBids. It

is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. All such addenda shall become part of the contract.

B1.05 SOIL INFORMATION

Soil reports have not been prepared for this project.

B1.06 PROPOSAL

Proposals shall be made on the forms enclosed in **SECTION C** of these specifications. All proposals shall give the prices proposed, both in words and in numbers, shall give all other information requested herein, and shall be signed by the bidder or his/her authorized representative, with his/her address. If the proposal is made by an individual, his/her name, signature and mailing address must be shown; if made by firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown; if made by a corporation, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and mailing address of the corporation, and the name and title of the person who signs on behalf of the corporation. If the proposal is made by a corporation, a certified copy of the bylaws or resolution of the board of directors of the corporation shall be furnished demonstrating the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

Each proposal shall be submitted through PlanetBids or as a sealed bid package to the City. Bidders are warned against making erasures or alterations of any kind, and proposals which contain omissions, erasures or irregularities of any kind may be rejected. No oral, telegraphic or telephonic proposals or modifications will be considered.

The Bid Schedule is available on PlanetBids through the "Line Items" tab. Bidders must insert and submit their Bid prices directly through PlanetBids by selecting "Place eBid" under the "Line Items" tab or by submitting the second page of the Bid Schedule form in this package as part of their sealed bid package to the City. The Bid Schedule will be incorporated into the Contract Documents. Failure to submit the Bid Schedule will render a bid nonresponsive. Bidders must provide pricing for every bid item. The costs of any Work shown or required in the Contract Documents, but not specifically identified as a Pay Item are to be included in related Pay Items and no additional compensation shall be due Contractor by virtue of Contractor's compliance with the Contract Documents. The estimated quantities for unit price items are for purposes of comparing bids only and City makes no representation that the actual quantities of Work performed will not vary from the estimates.

In conformance with the Business and Profession Code, § 7028.15, the CONTRACTOR must state clearly his/her license number and expiration date. In addition, he/she shall sign a statement that these representations were made under the penalty of perjury. This statement shall be made on the **EXPERIENCE STATEMENT** in **SECTION C**.

The CONTRACTOR will be required to pay prevailing wage pursuant to California Law, including California Labor Code §§ 1770 et seq. Copies of the prevailing rate of per diem wages are on file at the offices of the AGENCY.

The following Bid Forms shall be completed and signed by the Bidder and uploaded to PlanetBids as a single PDF file or included as separate documents in the sealed bid package provided to the City:

- Bidder Information
- Experience Statement
- Designation of Suppliers and Subcontractors
- Statement Regarding Insurance Coverage

- Statement Regarding Contractor's Licensing Laws
- Non-Collusion Affidavit

B1.07 ADDENDA

Each proposal shall include specific acknowledgment in the space provided on **SECTION C - BID PROPOSAL** of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

Each prospective Bidder should register with the City through PlanetBids. Addenda will be uploaded to PlanetBids. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each Bidder should visit PlanetBids to verify that it has received all Addenda issued, if any, prior to the Bid opening.

B1.08 BID PRICES

Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including, but not limited to, furnishing all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, except as may be provided otherwise in the contract documents. In the event of a difference between a price quoted in words and a price quoted in numbers for the same quotation, the words shall be the amount bid.

In preparing bid prices, bidder represents that he/she has carefully examined the Contract Documents and the site where the work is to be performed and that he/she has familiarized himself with all local conditions and federal, state and local laws, ordinances, rules, and regulations that may affect the performance of the work in any manner. The bidder further represents that he/she has studied all surveys and investigation reports about subsurface and physical conditions pertaining to the job site, that he/she has performed such additional surveys and investigations as he/she deems necessary to complete the work at his/her bid price, and that he/she has correlated the results of all such data with the requirements of the Contract Documents. The submittal of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, including locality, uncertainty of weather and all other contingencies, and as to the character, quality, quantities, and scope of the work.

The plans and specifications for the work show subsurface conditions or otherwise hidden conditions as the Design Engineer supposes or believes them to exist, but is not intended or to be inferred that the conditions as shown thereon constitute a representation that such conditions are actually existent. Except as otherwise specifically provided in the Contract Documents, the AGENCY, the Design Engineer and their consultants or agents shall not be liable for any loss sustained by the CONTRACTOR as a result of any variance of such conditions as shown on the plans and the actual conditions revealed during the progress of the work or otherwise.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in the **BID SCHEDULE** in **SECTION C** are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. CONTRACTOR shall be responsible for verifying all estimated quantities. CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for unauthorized work performed outside of that required by the Contract Documents.

B1.09 TAXES

No mention shall be made in the proposal of sales tax, use tax, or any other tax, as all amounts bid will be deemed and held to include any such taxes which may be applicable.

B1.10 RECOGNITION OF BONDING COMPANIES

All bonding companies used by the CONTRACTOR in this contract must be recognized by the Federal Government within Circular 570. All proposals or contracts received that include bonds posted by bonding companies not recognized in Circular 570 will result in the disqualification of the bid proposal and forfeiture of the bid bond.

B1.11 QUALIFICATION OF BIDDERS

Each bidder shall be skilled and regularly engaged in the general class or type of work called for under the contract. A statement setting forth his/her experience shall be submitted by each bidder on the **EXPERIENCE STATEMENT** form provided in **SECTION C**.

Each bidder shall possess a valid CONTRACTOR's License issued by the CONTRACTOR's State License Board at the time his/her bid is submitted. The class of license shall be applicable to the work specified in the contract. Each bidder shall also have no less than five (5) years of experience in the magnitude and character of the work bid.

It is the intention of the AGENCY to award a contract to a bidder who furnished satisfactory evidence that he/she has the requisite experience and ability, and that he/she has sufficient capital, facilities, and plant to enable him/her to prosecute the work successfully and properly, and to complete it within the time stated in the contract.

To determine the degree of responsibility to be credited to the bidder, the AGENCY will weigh any evidence that the bidder has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. If in the opinion of the AGENCY, a bidder is determined to be insufficiently qualified, then that bidder will not be considered for award of the contract.

B1.12 DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

Each proposal shall have listed on the **DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS** form provided in **SECTION C** the name, California contractor license number, and Department of Industrial Relations registration number, and address of each subcontractor to whom the bidder proposes to sublet portions of the work in excess of one-half of one percent of the total amount of his/her bid. For the purpose of this paragraph, a subcontractor is defined as one who contracts with the CONTRACTOR to furnish materials and labor, or labor only for the performance of work at the site of the work or who will specially fabricate a portion of the work off the site pursuant to detailed drawings in the contract documents.

Public Contract Code § 4104 requires all bidders to list subcontractors and state the license number of all subcontractors who will perform work in excess of one-half of one percent of the total bid, or in the case of streets and highways, one-half of one percent of the total bid or $10,000, whichever is greater.

Public Contract Code § 6109 prohibits a CONTRACTOR from performing work with a subcontractor who is debarred pursuant to Labor Code §§ 1777.1 or 1777.7.

B1.13 PROPOSAL GUARANTEE

The proposal shall be accompanied by a proposal guarantee bond duly completed on the form provided herewith by a guarantee company authorized to carry on business in the State of California for payments to the AGENCY in the sum of at least 10% of the total amount of the bid proposal, or alternatively by a certified or cashier's check payable to the AGENCY, or cash, in the sum of at least 10% of the total amount of the bid proposal. The amount payable to the AGENCY under the proposal guarantee shall be forfeited to the AGENCY in case of failure or neglect of the bidder to furnish, execute and deliver to the AGENCY the required bonds, evidence of insurance and to enter into, execute and deliver to the AGENCY the agreement on the form provided herewith, within ten (10) days after being notified in writing by the AGENCY that the award has been made and the agreement is ready for execution.

The bid security must be submitted in original hard copy directly to the City Clerk's office prior to specified time and date for the Bid opening.

B1.14 MODIFICATION OF PROPOSAL

A modification of a bid proposal already received will be considered only if the modification is received before the time announced for the opening of bids. All modifications shall be made in writing, executed and submitted in the same form and manner as the original bid proposal.

B1.15 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn through PlanetBids, incurring no penalty, if they are submitted prior to the bid opening hour stipulated in **SECTION A – NOTICE INVITING SEALED BIDS**. Proposals may not be withdrawn after that time without forfeiture of the proposal guarantee, except as authorized by Public Contract Code sections 5100 through 5110. The withdrawal of a proposal will not prejudice the right of the bidder to submit a new proposal, providing there is time to do so.

B1.16 POSTPONEMENT OF BID OPENING

The AGENCY reserves the right to postpone the date and time for opening of bids at any time prior to the date and time announced in **SECTION A–NOTICE INVITING SEALED BIDS**.

B1.17 DISQUALIFICATION OF BIDDERS

If there is reason to believe that collusion exists among the bidders, none of the bids of the participants in such collusion will be considered. In the event that any bidder acting as a prime CONTRACTOR has an interest in more than one proposal, all such proposals will be rejected, and the bidder will be disqualified. This restriction does not apply to subcontractors or suppliers who may submit quotations to more than one bidder, and while doing so, may also submit a formal proposal as a prime CONTRACTOR.

B1.18 REJECTION OF PROPOSALS

The AGENCY reserves the right to reject any and all proposals, to waive any irregularity, and to reject any proposals which are incomplete, obscure or irregular; any proposals which omit a bid on any one or more items on which bids are required; which omit unit prices if unit prices are required; in which unit prices are unbalanced in the opinion of the AGENCY; which are accompanied by insufficient or irregular bid security; or which are from bidders who have previously failed to perform properly or to timely complete contracts of any nature.

B1.19 AWARD OF CONTRACT

The Contract will be awarded, if at all, to the lowest responsible and responsive bidder, whose bid proposal is not rejected for cause by the AGENCY. The basis for establishing the lowest responsible and responsive bidder shall be the amount of the base bid. However, until an award is made, the AGENCY reserves the right to reject any or all bids, and to waive technical errors or discrepancies, if to do so is deemed to best serve the interests of the AGENCY. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the bidder to whom it is proposed to make such an award.

Each bidder's attention is directed to the possibility that the award of the project may be delayed for various reasons. The AGENCY reserves the right to delay the award of the project for 45 calendar days. After 45 calendar days, the low bidder may at any time request release from its bid without penalty.

The acceptance of a proposal will be evidenced by a Notice of Award of Contract in writing, delivered by mail to the bidder whose proposal is accepted. No other act of the AGENCY shall constitute acceptance of a proposal. The award of contract shall obligate the bidder whose proposal is accepted to furnish a performance bond, payment bond and maintenance bond, as well as evidence of insurance and to execute the contract set forth herein.

B1.20 RETURN OF PROPOSAL GUARANTEES

Within ten (10) calendar days after the bids are opened, the AGENCY will release the proposal guarantees accompanying the proposals which are not to be considered in making the award. Proposal guarantees for the two lowest bidders will be held until the contract has been fully executed, after which they will be returned to the respective bidders.

B2.21 EXECUTION OF CONTRACT

The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds and evidence of insurance, within ten (10) calendar days after the notification of the contract award by the AGENCY in writing. In case of failure of the successful bidder to execute the contract agreement within ten (10) calendar days after such notice, or any subsequent extension approved by AGENCY, the AGENCY at its option may consider the bidder in default, in which case the bid bond or proposal guarantee accompanying the bid shall become the property of the AGENCY. After execution by the AGENCY, one original contract shall be returned to the CONTRACTOR.

B1.22 FLEXIBILITY OF BID SCHEDULE

It is the intent of the AGENCY to award a contract to the lowest responsible and responsive bidder and the flexibility shown in the bid schedule is necessary to ensure a project within the AGENCY's budget limits and constraints.

SECTION C – PROPOSAL INFORMATION AND DOCUMENTS

GOLF COURSE 13th HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Proposal Information and Documents:

□ Bid Proposal
□ Bid Schedule
□ Bid Bond
□ Bid Guarantee
□ Bidder Information
□ Experience Statement
□ Designation of Suppliers and Subcontractors
□ Statement Regarding Insurance Coverage
□ Statement Regarding Contractor's Licensing Laws
□ Non-Collusion Affidavit

BID PROPOSAL

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

CITY OF SOUTH PASADENA
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030

HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL:

The undersigned, as bidder, declares that he/she has examined all of the contract documents and specifications contained in this project manual for the above referenced project, and that he/she will contract with the AGENCY on the form of contract provided herewith to do everything necessary for the fulfillment of this contract at the price, and on the terms and conditions therein contained.

The following are included and are to be considered as forming a part of this proposal: **BID PROPOSAL**, **BID SCHEDULE**, **BID BOND, NONCOLLUSION AFFIDAVIT, BID GUARANTEE** (if submitted in lieu of Bid Bond), **BIDDER INFORMATION**, **EXPERIENCE STATEMENT**, **DESIGNATION OF SUPPLIERS & SUBCONTRACTORS**, **BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE**, and **STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS**.

CONTRACTOR acknowledges receipt and inclusion of addenda _____ to _____ into this bid proposal and the contract documents.

Attached is a Bid Bond duly completed by a guarantee company authorized to carry on business in the State of California in the amount of at least 10% of the total amount of this proposal, or alternatively, there is attached a certified or cashier's check payable to the AGENCY or evidence of a cash payment to the AGENCY, in the amount of at least 10% of the total amount of our proposal.

If this proposal is accepted, we agree to sign the contract form and to furnish the Performance Bond and the Payment Bond (each to be 100% of the bid amount), the Maintenance Bond (to be 50% of the bid amount), and the required evidences of insurance within ten (10) calendar days after receiving written Notice of Award of Contract.

We further agree if our proposal is accepted and a contract for the performance of the work is entered into with the AGENCY, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time stipulated in **B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of SECTION B - INSTRUCTION TO BIDDERS**.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

TELEPHONE NO. _____

STATE CONTRACTOR'S LICENSE NO. _____

STATE OF INCORPORATION:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

(If Company is a Corporation, provide corporate resolution per **B1.06 PROPOSAL of SECTION B – INSTRUCTION TO BIDDERS.**)

BID SCHEDULE

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

IMPORTANT:

THE ELECTRONIC BID SCHEDULE MUST BE COMPLETED BY EACH BIDDER AND PROPERLY SUBMITTED ON PLANETBIDS OR IN A SEALED BID PACKAGE TO THE CITY.

FAILURE TO COMPLETE THE BID SCHEDULE WILL RESULT IN AN INCOMPLETE AND NON-RESPONSIVE BID.

THE ELECTRONIC BID SCHEDULE WILL BE INCORPORATED INTO THE CONTRACT DOCUMENTS.

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. The AGENCY reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with these Contract Documents.

The AGENCY reserves the right to reject any and all bids, to waive any informality in a bid, and to make awards in the interest of the AGENCY.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in this Bid Schedule are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. The CONTRACTOR shall be responsible for verifying all estimated quantities. The CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents, including addenda, and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents. The proposal schedule shall include all costs for labor, services, material, equipment, and installation associated with completing the work in place per the plans, specifications and details.

NAME OF BIDDER:_____

CONTRACTOR'S LICENSE NO.:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

No.	Item Description	Quantity	Unit	Unit Price	Item Amount
1	Demolish and remove the existing netting system: three damaged 30-ft (above ground) metal posts, foundations to 1-ft below ground surface, approximately 5,400 SF of netting, and approximately 1,200 SF of chain link fencing. Furnish and install new 230 LF netting system and 200 LF of 6-ft high chain link fence. New netting system post spacing, foundation and reinforcement design, and tensioning anchor locations to be determined by stamped plans. Netting system must include a minimum of 5 new metal posts, new rope bound UV inhibitor treated polyethylene netting (weave/opening of 1-in or smaller) up to a minimum of 30 feet above ground surface (may attach to or overlap with chain link fence), all hardware must be galvanized, and the system must be properly tensioned and secured with appropriate anchors as determined by stamped plans. Submit stamped plans to South Pasadena Building and Safety for a no-fee permit.	1	LS		

The CONTRACTOR shall be responsible for calculating and providing unit prices for the schedule. The proposal schedule shall include all costs for services, labor, materials, equipment, and installation associated in completing the work in place per the Specifications and details.

Bid Schedule Total: $_____

Bid Schedule Total (in words):_____

_____

_____

_____ _____
(Company Name of Bidder) (Date)

BID BOND

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL MEN BY THESE PRESENTS that Bidder _____, as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto the City of South Pasadena as AGENCY, in the penal sum of _____ dollars ($_____), which is ten percent (10%) of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the AGENCY may accept such Bid; and said SURETY does hereby waive notice of any such extension.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and PRINCIPAL provides the required payment and performance bonds and insurance coverages to AGENCY, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ____ day of _____, 20__.

PRINCIPAL* _____

_____

_____

_____

SURETY* _____

_____

_____

_____

*Provide BIDDER and SURETY name, address and telephone number and the name, title, address and telephone number for their authorized representatives. Power of Attorney must be attached.

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

BID GUARANTEE

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Note: The following statement shall be used if other than a bid surety bond accompanies bid.

"Accompanying this proposal is a money order*, certified check*, cashier's check*, cash*, payable to the order of the City of South Pasadena in the amount of _____ Dollars ($_____) which is at least ten percent (10%) of the total amount of this bid. The proceeds of this bid guarantee shall become the property of the City of South Pasadena provided this bid is accepted by said City, through action of its legally constituted contracting authorities, and the undersigned fails to execute a contract and furnish the required bonds and insurance within the stipulated time. Otherwise, the proceeds of this bid guarantee shall be returned to the undersigned."

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

(*circle one option)

BIDDER INFORMATION

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

BIDDER certifies that the following information is true and correct:

Name of Bidder:_____

Business Address:_____

Telephone:_____FAX:_____

E-mail: _____

CONTRACTOR's License No.:_____ Date License Issued:_____

License Expiration Date:_____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal: (Name / Title / Address / Telephone)

_____

_____

_____

_____

Any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows: (Type of Judgment / Date)

_____

_____

_____

All current and prior DBA's, aliases, and/or fictitious business names for any principal having an interest in this proposal are as follows: (Principal / DBA's / Applicable Dates)

_____

_____

_____

Prior Disqualification

Has your firm ever been disqualified from performing work for any City, County, Public or Private Contracting entity? Yes / No _____. If yes, provide the following information. (If more than once, use separate sheets):

Date: _____ Entity:_____

Location:_____

Reason:_____

Provide Status and any Supplemental Statement:_____

_____

_____

_____

_____

Has your firm been reinstated by this entity? Yes / No _____

Violations of Federal or State Law

A. Has your firm or its officers been assessed any penalties by any agency for noncompliance, violations of Federal or State labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes / No: _____ Federal / State: _____

If "yes", identify and describe, (including status):_____

_____

_____

_____

_____

Have the penalties been paid? Yes / No:_____

B. Does you firm or its officers have any ongoing investigations by any agency regarding violations of the State Labor Code, California Business and Professions Code or State Licensing laws?

Yes / No:_____ Codes / Laws:_____ Section / Article:_____

If "yes", identify and describe (including status):_____

_____

_____

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **BIDDER INFORMATION** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

EXPERIENCE STATEMENT

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Pursuant to this **BID PROPOSAL** and **QUALIFICATION OF BIDDERS**, the following is a record of the Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this contract. Included in this section should be a complete list of references for similar projects in terms of scope of work, value of work, and time constraints. The CONTRACTOR must demonstrate that he/she has experience with this type of project and can manage this project effectively. If necessary, additional numbered pages can be attached to this page. The CONTRACTOR must be properly licensed to perform the work in this project as determined by the State CONTRACTOR's License Board.

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

EXPERIENCE STATEMENT (Continued)

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **EXPERIENCE STATEMENT** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The following is a list of subcontractors and suppliers, as defined in 2-3 SUBCONTRACTS of the Standard Specifications, who will perform work or provide materials of value in excess of one-half of one percent of the total bid price or $10,000, whichever is greater.

No subcontractor shall perform work in excess of the amount specified in 2-3 SUBCONTRACTS of the Standard Specifications, without the written approval of the AGENCY.

The CONTRACTOR is responsible to ensure that appropriate provisions are to be inserted in all subcontracts to bind subcontractors to the contract requirements as contained herein.

Each subcontractor must agree to comply with all applicable Federal, State, and local requirements.

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

These representations are made under the penalty of perjury under the laws of the State of California. The undersigned hereby certifies that each subcontractor has been notified in writing of its equal opportunity obligations.

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

Date: _____

STATEMENT REGARDING INSURANCE COVERAGE

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in **5-4 INSURANCE** of Section E, Standard Specifications and Section F, Special Provisions. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

[Business & Professions Code § 7028.15]
[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California CONTRACTOR's license as set forth below:

Business & Professions Code § 7028.15:

a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a CONTRACTOR within this state without having a license therefor,** except in any of the following cases:

(1)The person is particularly exempted from this chapter.

(2)The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars ($4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.

d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed CONTRACTORs to render services within the scope of their respective practices.

e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a CONTRACTOR who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the CONTRACTOR was properly licensed when the CONTRACTOR submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a CONTRACTOR who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to

7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as CONTRACTOR who is not licensed pursuant to this chapter is void.**

f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.

g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or CONTRACTOR and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the CONTRACTOR shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of CONTRACTORs verifies to the AGENCY that the records of the Contractors' State License Board indicate that the CONTRACTOR was properly licensed at the time the contract was awarded. Any bidder or CONTRACTOR not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The AGENCY shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. **Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.**

CONTRACTOR's License Number: _____

License Expiration Date:_____

Authorized Signature:_____

Date:_____

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the ___ day _____, 20__ at _____, California.

_____
CONTRACTOR's Signer's Name

_____
CONTRACTOR's Signer's Title

_____
CONTRACTOR's Business Name

Contractor's Business Address:

_____
Mailing Street Address

_____
City, State, Zip Code

_____
Telephone #

SECTION D – CONTRACT INFORMATION AND DOCUMENTS

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Contract Information and Documents:

□ Contract Agreement and Attachment A
□ Payment Bond
□ Faithful Performance Bond
□ Maintenance Bond
□ Worker's Compensation Insurance Certificate
□ Endorsements to Insurance Policy

CONTRACT AGREEMENT

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this _____ day of_____, 20__ *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and _____ a _____
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of _____, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

The work in general, to be performed pursuant to these specifications, consists of the demolition, removal, and replacement of the damaged netting system and chain link fencing at the Arroyo Seco Golf Course 13th hole along Lohman Lane in South Pasadena, CA.

The work in general, to be performed pursuant to these specifications, consists of:

Demolish and remove the existing three damaged 30-ft (above ground) metal posts, foundations to 1-ft below ground surface, approximately 5,400 SF of netting, and approximately 1,200 SF of chain link fencing.

Furnish and install new 230LF netting system and 200 LF of 6-ft high chain link fence. New netting system post spacing, foundation and reinforcement design, and tensioning anchor locations to be determined by stamped plans. Submit stamped plans to South Pasadena Building and Safety for a no-fee permit. Netting system must include a minimum of 5 new metal posts, new rope bound UV inhibitor treated polyethylene netting (weave/opening of 1-in or smaller) up to a minimum of 30 feet above ground surface (may attach to or overlap with chain link fence), all hardware must be galvanized, and the system must be properly tensioned and secured with appropriate anchors as determined by stamped plans.

The work requires close coordination with the parks and golf course staff to minimize traffic and operations disruptions during the installation process. The project manager will conduct a final inspection to ensure all installation meets the required standards before approving final completion of the project.

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231
The limits of work include:

Arroyo Seco Golf Course
Fence line adjacent to 930 – 920 Lohman Lane,

South Pasadena, CA 91030

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005231
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums
- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of _____ Dollars, ($_____).

5) **Time of Completion:** _____ Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.

6) **Liquidated Damages:** $2,800 for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.

7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

Contractor's Name _____
Address _____
_____
City, State Zip Code _____

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20__ *(Council Action Date)*

CONTRACTOR: _____
[CONTRACTOR'S BUSINESS NAME]

_____
CONTRACTOR's Sign Name, Title

CONTRACTOR's License No. _____

AGENCY: _____ _____
Todd Hileman, City Manager Date
City of South Pasadena

ATTESTED: _____ _____
Nikima Newsome, Chief City Clerk Date
City of South Pasadena

APPROVED AS
TO FORM: _____ _____
Roxanne Diaz, City Attorney Date
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

PAYMENT BOND

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

FAITHFUL PERFORMANCE BOND

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS That _____, hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and _____, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF SOUTH PASADENA, CALIFORNIA, hereinafter referred to as the "AGENCY" in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney's fee to be fixed by the Court.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR* CONTRACTOR's Signer's Name, Title _____
CONTRACTOR's Business Name _____
Mailing Street Address _____
City, State, Zip Code _____
Telephone # _____
Date: _____

Surety* Surety Signer's Name / Title
_____
Surety's Business Name _____
Mailing Street Address _____
City, State, Zip Code _____
Telephone # _____
Date: _____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

MAINTENANCE BOND

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise, it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

WORKERS' COMPENSATION INSURANCE CERTIFICATE

The CONTRACTOR shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

> I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: _____

_____
CONTRACTOR's Business Name

By:_____
(Signature)

_____
(Title)

Attest:

By:_____
(Signature)

_____
(Title)

NOTE: See Section 5.4 Insurance of the Standard Specifications for insurance carrier rating requirements.

ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company:_____

Policy Number:_____

Effective Date:_____

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with rating of "A" or higher and a Financial Class VII or higher as established by A.M. Best, or higher rating established by Moody's or Standard & Poor's.**

It is agreed that the City of South Pasadena, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.

_____
Authorized Insurance Agent

Date:_____

SECTION E – STANDARD SPECIFICATIONS

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

STANDARD SPECIFICATIONS

INCORPORATION OF GREENBOOK. The 2021 edition of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook") shall be incorporated by reference into these Standard Specifications as if fully replicated herein. These Standard Specification shall be supplemented, amended, or replaced by the Special Provision contained in Section F and G herein below. To the extent that anything in the Special Provisions conflicts with the terms or requirements of the SSPWC, the Special Provisions shall control.

SECTION F – SPECIAL PROVISIONS – PART 1

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

SPECIAL PROVISIONS – PART 1. The following provisions supplement, amend, or replaced the requirements of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook"). To the extent that anything in these Special Provisions conflicts with the terms or requirements of the SSPWC, these Special Provisions shall control.

SECTION 1 - GENERAL

1-1 GENERAL. Unless otherwise stated, the words *directed, required, permitted, ordered, instructed, designated, considered necessary, prescribed, approved, acceptable, satisfactory*, or words of like meaning, refer to actions, expressions, and prerogatives of the Engineer.

1-2 TERMS AND DEFINITIONS

Acceptance – The AGENCY's formal written acceptance of a project that has been completed in all respects in accordance with the plans and specifications and any modifications thereof.

AGENCY – The City of South Pasadena.

Agent – Shall include persons and companies, other than the CONTRACTOR, retained by the City to perform design and construction services in relation to the Work.

Board – The City Council of the City of South Pasadena.

City – The City of South Pasadena, California, as the AGENCY and Owner.

City Council – City Council of the City of South Pasadena, California.

Construction Manager – Persons and/or company retained by the City to perform construction management services.

Contract Documents – Including, but not limited to: the Contract, any Addendum and Memorandum (which pertain to the contract documents), Notice Inviting Bids, Instructions to Bidders; Bid (including documentation accompanying the Bid and any post-bid documentation submitted prior to the Notice of Award) when attached as an exhibit to the Contract, the Bonds, the general conditions, permits from other agencies, the Special Provisions, the Plans, Standard Plans, Standard Specifications, Reference Specifications, and all Modifications issued after the execution of the Contract.

Days – Days shall mean consecutive calendar's days unless otherwise specified.

Design Engineer – Persons and/or company retained by the City to perform engineering design services.

Due Notice – A written notification, provided in due time, of a proposed action, where the contract requires such notification within a specified time (usually 48 hours or two working days) prior to the commencement of the contemplated action.

Engineer – The City Engineer of the City of South Pasadena, or his/her authorized representative.

Geotechnical Engineer – Person licensed to practice Soils Engineering or Geotechnical Engineering pursuant to the laws of the State of California and retained by the AGENCY during construction.

Geotextile – Synthetic fiber used in civil engineering applications, serving the primary functions of separation and filtration.

House Sewer – A sewer, wholly within private property, proposed to connect any building to a house connection sewer.

Luminaire Arm – The structural member, bracket, or mast arm, which, mounted on the standard, supports the luminaire.

Owner – City of South Pasadena, California.

Prompt – The briefest interval of time required for a considered reply, including time required for approval by a governing body.

Proposal – See Bid.

Reference Specifications – Those bulletins, standards, rules, methods of analysis or test, codes, and specifications of other agencies, engineering societies, or industrial associations referred to in the Contract Documents. These refer to the latest edition, including amendments in effect and published at the time of advertising the project or issuing the permit, unless specifically referred to by edition, volume, or date.

Standard Plans – "Standard Plans for Public Works Construction" or "SSPWC" – Latest edition of the Southern California Chapter of the American Public Works Association.

State Standard Specifications ("SSS") – Standard Specifications prepared by the State of California, Business and Transportation Agency, Department of Transportation.

State Standard Plans ("SSP") – Standard Plans prepared by State of California, Business and Transportation Agency, Department of Transportation.

Storm Drain – Any conduit and appurtenances intended for the reception and transfer of storm water.

Tonne – Also referred to as "metric ton" — Represents a unit of measure in the International System of Units equal to 1,000 kilograms.

Work – That which is proposed to be constructed or done under the Contract or permit, including the furnishing of all labor, materials, equipment, and services.

Working Days – Any days, except: (1) Saturdays, Sundays, legal holidays on which South Pasadena City Hall is closed for business; (2) days when work is suspended by the Engineer for reasons unrelated to the performance of the CONTRACTOR and provided in Subsection 6-6.1; and (3) days determined to be non-working in accordance with Section 6-3 "Time of Completion."

1-3 ABBREVIATIONS

1-3.3 Institutions. *Add the following:*
These Standard Specifications incorporate by reference the list of commonly used institution terms in the edition of the "Standard Plans for Public Works Construction" (aka the Greenbook) with the following additions:

AGCA	Associated General CONTRACTORs of America
APWA	American Public Works Association
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
NFPA	National Fire Protection Association
SSS	State of California Standard Specifications, latest edition, Department of Transportation
SSP	State of California Standard Plans, latest edition, Department of Transportation.
SSPWC	Standard Specifications for Public Works Construction

1-4 UNITS OF MEASURE

1-4.1 General. *Add the following:*

When U.S. Standard Measures are not included in parenthesis, then the SI units shall control.

1-7 AWARD AND EXECUTION OF CONTRACT. *Add the following:*

1-7.0 Investigation of Site Conditions. Prior to submittal of the bid, Bidders must visit the site of work and complete their own investigations to satisfy themselves as to the existing conditions affecting the work to be done under these specifications. If the bidder chooses not to visit the site or conduct investigations, he will, nevertheless, be charged with the knowledge of conditions which reasonable inspection and investigation would have disclosed.

After the project is awarded, the CONTRACTOR shall carefully study and compare the Contract Documents with each other and with information available to the CONTRACTOR and furnished by the Owner and shall immediately notify the Engineer of errors, inconsistencies or omissions discovered. If the CONTRACTOR performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Engineer, the CONTRACTOR shall assume appropriate responsibility for such performance and may assume responsibility for the full costs for correction.

The CONTRACTOR shall make field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the CONTRACTOR with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the Engineer immediately.

When existing conditions are encountered which, in the opinion of the Engineer, require temporary suspension of work for design modifications or for other determinations to be made, the CONTRACTOR shall move to other areas of work until such determinations are made at no cost to the City. No additional compensation will be allowed by reason of such temporary suspension of work, or modifications to work, except as noted in Section 3 of these Standard Specifications ("Changes in Work") for specific items of work not included in the bid. Appropriate extension of item for completion may be allowed where justification in the opinion of the Engineer.

1-7.1 General. *Add the following:*

The City reserves the right to reject any or all proposals.

The Contract will be awarded, if at all, to the lowest responsible and responsive Bidder determined as provided on the Proposal Form, whose proposal complies with all the requirements prescribed. Such award, if made, will be made within the number of days stated in the proposal form. Refusal or failure to deliver the executed contract, bonds, or insurance in the form provided in the Contract and approved by the AGENCY's attorney within the time provided herein shall be cause, at the AGENCY's option, for the annulment of the award and forfeiture of the bid security. In such event, the AGENCY may successively award the Contract to the next lowest responsible and responsive Bidder until a properly executed Contract, bonds, and insurance is obtained, or it may at any time reject all remaining bids and proceed as provided by law. The refusal or failure of a successive lowest responsible and responsive Bidder to execute the Contract may, at the AGENCY's option, result in an annulment of the award to that Bidder and the forfeiture of that Bidder's bid security. The periods of time specified above within which the award of the Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the AGENCY and the concerned Bidder.

The AGENCY reserves the right to waive any irregularities.

Within ten (10) calendar days after the date of the Notice of Award, the CONTRACTOR shall execute and return the following contract documents to the AGENCY:

Contract Agreement (in duplicate)
Faithful Performance Bond (in duplicate)
Maintenance Bond (in duplicate)
Payment Bond (in duplicate)
Public Liability and Property Damage Insurance Certificate (two originals)
Additionally Insured Endorsement
Workers' Compensation Insurance Certificate (two originals)

A corporation to which an award is made may be required, before the Contract agreement is executed by the AGENCY, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California, and that the officers signing the contract and bonds for the corporation have the authority to do so.

1-7.2 Contract Bonds. *Add the following:*

The PAYMENT BOND shall remain in force until thirty-five (35) calendar days after the date of recordation of the Notice of Completion. The FAITHFUL PERFORMANCE BOND shall remain

in force until the date of recordation of the Notice of Completion. The MAINTENANCE BOND shall remain in force until one (1) year after the date of recordation of the Notice of Completion.

All bonds must be accompanied by a Power of Attorney.

SECTION 2 - SCOPE OF THE WORK

2-1 WORK TO BE DONE. *Add the following:*

Any plan or method of work suggested by the AGENCY or the Engineer to the CONTRACTOR but not specified or required, if adopted or followed by the CONTRACTOR in whole or in part, shall be used at the risk and responsibility of the CONTRACTOR; and the AGENCY and the Engineer shall assume no responsibility therefore and in no way be held liable for any defects in the work which may result from or be caused by use of such plan or method of work.

2-3 RIGHT-OF-WAY. *Substitute the following:*

Rights-of-way, easements, or rights-of-entry for the Work will be provided by the AGENCY. Unless otherwise provided, the CONTRACTOR shall make arrangements, pay for, and assume all responsibility for acquiring, using, and disposing of additional work areas and facilities temporarily required. The CONTRACTOR shall fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their representative subsidiaries, affiliates, members, director, officer, employees and agents, including parties that AGENCY contracts with (including other governmental agencies such as the California Department of Transportation) (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with these actions.

When the CONTRACTOR arranges for additional work areas and facilities temporarily required by him/her, he/she shall provide the AGENCY with proof that the additional work areas and/or facilities have been left in a condition satisfactory to the owner(s) of said work areas and/or facilities prior to acceptance of the work.

2-5 CONTRACTOR'S EQUIPMENT AND FACILITIES.

2-5.1 General. *Add the following:*

The CONTRACTOR shall furnish and maintain in good condition all equipment and facilities as required for the proper execution and inspection of the Work. Such equipment and facilities shall meet all requirements of applicable ordinances and laws.

A noise level limit of 85 dba at a distance of fifty (50) feet shall apply to all construction equipment on or related to the job, whether owned by the CONTRACTOR or not. The use of excessively loud warning signals shall be avoided except in those cases where required for the protection of personnel.

The CONTRACTOR shall arrange and maintain a secure storage site for all equipment and materials. All equipment and unused materials shall be returned to this site at the end of each workday.

SECTION 3 - CONTROL OF THE WORK

3-3 SUBCONTRACTORS. *Add the following:*

3-3.1 General. Each Bidder shall comply with the Public Contract Code including Sections 4100 through 4113. The following excerpts or summaries of some of the requirements of this Chapter are included below for information:

The Bidder shall set for the in the Bid, as provided in 4104:

> "(a) The name, and location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime CONTRACTOR in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime CONTRACTOR, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime CONTRACTOR's total bid, or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime CONTRACTOR's total bid or ten thousand dollars ($10,000), whichever is greater."
>
> "(b) The portion of the work which will be done by each such subcontractor under this act. The prime CONTRACTOR shall list only one subcontractor for each such portion as is defined by the prime CONTRACTOR in his bid."

Subcontracting of more than one-half of one percent of the work for which no Subcontractor was designated in the original Bid will be allowed only in cases of public emergency or necessity and only after the Engineer makes a written finding of circumstances constituting public emergency or necessity.

The CONTRACTOR must obtain written consent of the City to substitute a Subcontractor designated in the original Bid, to permit any subcontract to be assigned or transferred, or to otherwise allow a subcontract to be performed by anyone other than the originally designated Subcontractor.

A violation of any of the above provisions will be considered a violation of the Contract, and the City may cancel the Contract and collect appropriate damages or assess the CONTRACTOR a penalty of not more than ten (10) percent of the subcontract involved.

If subcontracted work is not being performed in a satisfactory manner, the City will notify the CONTRACTOR of the need to take corrective action and the Engineer may report the facts to the City Council. Upon order by City Council and the CONTRACTOR's receipt of written instructions from the Engineer, the Subcontractor shall immediately be removed from the Work and may not again be employed on the Work.

3-3.2 Additional Responsibility. The CONTRACTOR shall perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price except that any designated "Specialty Items" may be performed by subcontract and the amount of any such "Specialty Items" so performed may be deducted from the Contract Price before computing the amount required to be performed by the CONTRACTOR with its own organization. "Specialty Items" will be identified by the AGENCY in the Bid or Proposal. Where an entire item is subcontracted, the value

of work subcontracted will be based on the Contract Unit Price. When a portion of an item is subcontracted, the value of work subcontracted will be based on the estimated percentage of the Contract Unit Price. This will be determined from information submitted by the CONTRACTOR, and subject to approval by the Engineer.

3-3.3 Status of Subcontractors. All persons engaged in the Work, including Subcontractors and their employees, will be considered employees of the CONTRACTOR. The CONTRACTOR will be held responsible for their work. The AGENCY will deal directly and solely with the CONTRACTOR and make all payments to the CONTRACTOR.

3-4 AUTHORITY OF BOARD AND THE ENGINEER. *Substitute the following:*

The Board has the final authority in all matters affecting the Work. Within the scope of the Contract, the Engineer has the authority to enforce compliance with the Plans and Specifications. The CONTRACTOR shall promptly comply with instructions from the Engineer or an authorized representative.

The decision of the Engineer is final and binding on all questions relating to: quantities; acceptability of materials, equipment, or work; execution, progress or sequence of work; and interpretation of the Plans, Specifications, or other drawings. This shall be precedent to any payment under the Contract, unless otherwise ordered by the Board.

3-7 CONTRACT DOCUMENTS.

3-7.1 General. *Add the following:*

The CONTRACTOR shall ascertain the existence of any conditions affecting the cost of the Work through a reasonable examination of the Work site prior to submitting the Bid.

Existing improvements visible at the Work site, for which no specific disposition is made on the Plans, but which interfere with the completion of the Work, shall be removed and disposed of by the CONTRACTOR.

The CONTRACTOR shall, upon discovering any error or omission in the Plans or Specifications, immediately call it to the attention of the Engineer.

All final locations determined in the field, and any deviations from the Plans and Specification, shall be marked in red on the documents to show the as-built conditions. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the Engineer. Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes “the Project was constructed in conformance with the Contract Documents.” Final payment will not be made until this requirement is met.

As the figured dimensions shown on the drawings and in the specifications of the Contract may not in every case agree with scaled dimensions, the figured dimensions shall be followed in preference to the scaled dimensions, and drawings to a large scale shall be followed in preference to the drawings to a small scale. Should it appear that the work to be performed, or any related matter, are not sufficiently detailed or explained in the Contract documents, the CONTRACTOR shall apply to the Engineer for such further explanations as necessary, and shall conform to such

further explanations provided by the Engineer as part of the Contract to the extent that it is consistent with the terms of the Contract.

Caution: The engineer preparing these plans will not be responsible or liable for unauthorized changes to or uses of these plans. All changes to the plans must be approved in writing by the Engineer.

(a) Records of Construction Changes / As-Builts. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these Plans and Specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the City Engineer.

Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes that Project was constructed in conformance with the Contract Documents.

Caution: The engineer preparing these Plans will not be responsible for, or liable for, unauthorized changes to or uses of these Plans. All changes to the Plans must be approved in writing by City Engineer.

3-7.2 Precedence of Contract Documents. *Substitute the following:*

If there is a conflict between any of the Contract Documents, the document highest in precedence shall control. The order of precedence, from highest to lowest, shall be as follows:

1) Permits issued by jurisdictional regulatory agencies.

2) Change Orders and/or Supplemental Agreements; whichever occurs last.

3) Contract/Agreement

4) Addenda.

5) Bid/Proposal.

6) Special Provisions.

7) Plans.

8) Notice Inviting Bids

9) Instructions to Bidders

10) Standard Plans.

11) Standard Specifications.

12) Reference Specifications.

3-12 WORK SITE MAINTENANCE

3-12.1 General. *Add the following:*

The CONTRACTOR shall also abate dust nuisance by cleaning, sweeping and sprinkling with water, or other means as necessary. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

Materials and equipment shall be removed from the site as soon as they are no longer necessary. Before the final inspection, the site shall be cleared of equipment, unused materials, and rubbish

so as to present a satisfactory clean and neat appearance. All cleanup costs shall be included in the CONTRACTOR's Bid.

Excess excavated material from catch basins or similar structures shall be removed from the site immediately. Sufficient material may remain for use as backfill if permitted by the Specifications. Forms and form lumber shall be removed from the site as soon as practicable after stripping.

3-12.1.1 Vermin Control. *Add the following:*

At the time of acceptance, structures entirely constructed under the Contract shall be free of rodents, insects, vermin, and pests. Necessary extermination work shall be arranged and paid for by the CONTRACTOR as part of the Work within the Contract time, and shall be performed by a licensed exterminator in accordance with requirements of governing authorities. The CONTRACTOR shall be liable for injury to persons or property and responsible for the elimination of offensive odors resulting from extermination operations.

3-12.3 Noise Control. *Add the following:*

CONTRACTOR shall adhere to City noise restrictions at all times. Pursuant to Chapter 19A.13 of the South Pasadena Municipal Code, construction activity is prohibited within a residential zone or within 500 feet thereof on Monday through Friday before 8:00 a.m. and after 7:00 p.m., Saturday before 9:00 a.m. and after 7:00 p.m., and on Sundays and City recognized holidays before 10:00 a.m. and after 6:00 p.m.

3-12.6.3 Storm Water Pollution Prevention Plan (SWPPP). *Add the following:*

CONTRACTOR shall submit to the engineer a completed and signed SWPPP one week prior to the preconstruction meeting. The plan may utilize the practices recommended in the latest edition of the *California Storm Water Best Management Practices Handbook*, available from California Stormwater Quality Association (CSQA), and online at http://www.cabmphandbooks.net/ . The plan shall be consistent with the construction General Permit, issued by the State Water Resources, Control Board, through submittal of the Notice of Intent (NOI).

If construction will occur between October 15 and April 15 (considered as the rainy season per the City of South Pasadena), a wet weather erosion control plan must be submitted. Additionally, Best Management Practices (BMPs) implemented during the AGENCY's rainy season shall include but not be limited to those appropriate for wet weather conditions.

(a) Storm Water Pollution Prevention Measures. All storm water pollution prevention measures shall be in accordance with the submitted SWPPP. In the event circumstances during the course of construction require changes to the original SWPPP, a revised plan shall be promptly submitted to the AGENCY's representative in each instance. No responsibility shall accrue to the AGENCY as a result of the plan or as a result of knowledge of the plan. All work installed by the CONTRACTOR in connection with the SWPPP but not specified to become a permanent part of the project shall be removed and the site restored in so far as practical to its original condition prior to completion of construction or when directed by the AGENCY's representative.

(b) Storm Water Pollution Prevention – Measurement And Payment. Unless otherwise indicated in the Special Provisions, measurement and payment for Storm Water Pollution Prevention Measures, as described herein, shall be included in the items of Work requiring storm water pollution prevention measures as indicated in the project Special Provisions. Such payment

shall be considered full compensation for all labor, materials, tools, and equipment for completion, and implementation and compliance with the SWPPP.

This item shall also include the installation, maintenance and removal of any necessary BMPs for SWPPP purposes throughout the duration of the project. The maximum price for this bid item **shall not exceed 5 percent** of the total contract price at the time of award.

PAYMENT

3-13 COMPLETION, ACCEPTANCE, AND WARRANTY.

3-13.1 Completion. Add the following:

The Work will be inspected by the Engineer for acceptance upon receipt of the CONTRACTOR's written assertion that the Work has been completed.

3-13.3 Warranty. *Add the following:*

All work shall be warranted by the CONTRACTOR against defective workmanship and materials for a period of 1 year from the date the Work was completed. The CONTRACTOR shall replace or repair any such defective work in a manner satisfactory to the Engineer, after notice to do so from the Engineer, and within the time specified in the notice. If the CONTRACTOR fails to make such replacement or repairs within the time specified in the notice, the AGENCY may perform this work and the CONTRACTOR's sureties shall be liable for the cost thereof.

SECTION 4 - CONTROL OF MATERIALS

4-1 GENERAL. *Add the following:*

Used or secondhand materials, parts, and equipment may be used only if permitted by the Specifications.

The CONTRACTOR and all subcontractors, suppliers, and vendors shall guarantee that the entire Work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The CONTRACTOR, at no cost to the AGENCY, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within one year after the date of recordation of the Notice of Completion. Within this one-year period, the CONTRACTOR shall also restore to full compliance with the requirements of this Contract any portion of the Work which is found not to meet those requirements. The CONTRACTOR shall defend, indemnify, and hold the AGENCY, its officers, agents, and employees harmless from claims of any kind due to injuries or damages arising, directly or indirectly, from said defects or noncompliance.

The CONTRACTOR shall make all repairs, replacements, and restorations within thirty-five (35) days after the date of the Engineers' written notice.

If, in the opinion of the Engineer, the defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if, in the opinion of the Engineer, the removal of such work is impractical or will create conditions which are dangerous or undesirable, the AGENCY shall have the right and authority to retain such work instead of requiring it to be

removed and reconstructed, but will make such deductions thereof in the payments due or to become due to the CONTRACTOR as the AGENCY may deem just and reasonable.

4-2 PROTECTION. *Add the following:*

The CONTRACTOR shall be responsible for the protection of public and private property adjacent to the Work and shall exercise due caution to avoid damage to such property.

The CONTRACTOR shall relocate, repair, replace or reestablish all existing improvements within the project limits (e.g., curbs, sidewalks, catch basins, catch basin screens, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, survey monuments, landscaping, etc.) that are damaged or removed as a result of the CONTRACTOR's operations or as required by the plans and specifications.

All existing improvements, either within the right-of-way or not, including irrigation lines that are damaged by actions of the CONTRACTOR, shall be restored by the CONTRACTOR to their original or better condition at the CONTRACTOR's expense.

The CONTRACTOR shall mark, as approved by the Engineer, all survey monuments, manholes, valves, substructures, or other items that are visible on the surface and will be covered by his operations. This shall be completed prior to the start of that operation and approved by the Engineer.

Existing traffic striping, pavement markings, and curb markings shall also be considered as existing improvements and the CONTRACTOR shall repaint or replace, at the CONTRACTOR's expense, such striping or markings (except for traffic striping and pavement markings within the limits of the Work) if damaged or if their reflectivity is reduced due to construction operations.

All restoration of existing improvements must occur within the construction completion date, unless directed otherwise by the City Engineer.

Maintenance of street and traffic signal systems that are damaged, temporarily removed or relocated shall be done in conformance with the Contract Documents.

Trees, lawns, and shrubbery that are not to be removed shall be protected from damage or injury. If damaged or removed due to CONTRACTOR's operations, they shall be restored or replaced in as nearly the original condition and location as is reasonably possible. Lawns shall be reseeded and covered with suitable mulch.

The CONTRACTOR shall give reasonable notice to occupants or owners of adjacent property to permit them to salvage or relocate plants, trees, fences, sprinklers, and other improvements, within the right-of-way which are designated for removal and would be destroyed because of the Work.

All costs to the CONTRACTOR for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be the responsibility of the CONTRACTOR.

4-6 TRADE NAMES. *Add the following:*

Along with information supplied by the CONTRACTOR regarding equivalency of the proposed item, the CONTRACTOR shall clearly identify all deviations from the specified item. Deviations discovered by the Engineer after acceptance of an "or equal" item which were not identified by the CONTRACTOR with his/her submittal shall be cause for rejection of the "or equal" item. CONTRACTOR shall be due no additional compensation in time or money for acceptance or

rejection of a proposed "or equal" item and subsequent replacement with the item specified. CONTRACTOR shall pay cost to AGENCY for items requiring more than two submittals and analysis of any shop drawing which requires more than a general review of an "or equal" item.

Add the following Section 4-9:

4-9 CONSTRUCTION MATERIALS DISPUTE RESOLUTION (Soils, Rock Materials, Concrete, Mortar and Related Materials, Masonry Materials, Bituminous Materials, Rock Products, and Modified Asphalts). In the interest of safety and public value, whenever credible evidence arises to contradict the test values of materials, the AGENCY and the CONTRACTOR will initiate, an immediate and cooperative investigation. Test values of materials are results of the materials' tests, as defined by these Specifications or by the special provisions, required to accept the Work. Credible evidence is process observations or test values gathered using industry accepted practices. A contradiction exists whenever work acceptance or performance becomes suspect. The investigation shall allow access to all test results, procedures, and facilities relevant to the disputed work and consider all available information and, when necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. If the cooperative investigation reaches any resolution mechanism acceptable to both the AGENCY and the CONTRACTOR, the contradiction shall be considered resolved and the cooperative investigation concluded.

Whenever the cooperative investigation is unable to reach resolution, the investigation may then either conclude without resolution or continue by written notification of one party to the other requesting the implementation of a resolution process by committee. The continuance of the investigation shall be contingent upon recipient's agreement and acknowledged in writing within 3 calendar days after receiving a request. Without acknowledgement, the investigation shall conclude without resolution. The committee shall consist of three State of California Registered Civil Engineers. Within 7 calendar days after the written request notification, the AGENCY and the CONTRACTOR will each select one engineer. Within 14 calendar days of the written request notification, the two selected engineers will select a third engineer. The goal in selection of the third member is to complement the professional experience of the first two engineers. Should the two engineers fail to select the third engineer, the AGENCY and the CONTRACTOR shall each propose 2 engineers to be the third member within 21 calendar days after the written request notification. The first two engineers previously selected shall then select one of the court proposed engineers in a blind draw.

The committee shall be a continuance of the cooperative investigation and will re-consider all available information and if necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. The committee will focus upon the performance adequacy of the material(s) using standard engineering principles and practices and to ensure public value, the committee may provide engineering recommendations as necessary. Unless otherwise agreed, the committee will have 30 calendar days from its formation to complete their review and submit their findings. The final resolution of the committee shall be by majority opinion, in writing, stamped and signed. Should the final resolution not be unanimous, the dissenter may attach a written, stamped, and signed minority opinion.

Once started, the resolution process by committee shall continue to full conclusion unless:

1. Within 7 days of the formation of the committee, the AGENCY and the CONTRACTOR reach an acceptable resolution mechanism; or

2. Within 14 days of the formation of the committee, the initiating party withdraws its written notification and agrees to bear all investigative related costs thus far incurred; or

3. At any point by the mutual agreement of the AGENCY and the CONTRACTOR.

Unless otherwise agreed, the CONTRACTOR shall bear and maintain a record for all the investigative costs until resolution. Should the investigation discover assignable causes for the contradiction, the assignable party, the AGENCY or the CONTRACTOR, shall bear all costs associated with the investigation. Should assignable causes for the contradiction extended to both parties, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation substantiate a contradiction without assignable cause, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation be unable to substantiate a contradiction, the initiator of the investigation shall bear all investigative costs. All claim notification requirements of the contract pertaining to the contradiction shall be suspended until the investigation is concluded.

SECTION 5 - LEGAL RELATIONS AND RESPONSIBILITIES

5-2 SPECIAL NOTICES. *Add the following:*

5-2.1 Mandatory Notification Prior To Excavation. The CONTRACTOR's attention is direct to Section 4215.5 through 4217 of the Government Code of the State of California. This requires that two (2) working days prior to commencing any excavation "Underground Service Alert of Southern California" (USA) ("Digalert") shall be notified by phone, toll free 1-800-422-4133, or 811, for the assignment of an Inquiry Identification Number.

CONTRACTOR shall contact all utility companies at least five (5) working days prior to commencing work and shall verify the location of any known utilities and determine whether or not a representative of each company will be present during excavation.

The known public utilities contacts are:

1.	City of South Pasadena, Public Works Inspection	(626) 403-7240
2.	AT&T	(626) 365-5733
3.	Southern California Edison	(714) 796-9932
4.	Southern California Gas Company	(714) 634-3079
5.	South Pasadena Water Department	(626) 403-7337
6.	Spectrum	(818) 407-3152
7.	South Pasadena Sewer Department	(626) 403-7370
8.	Athens Services	(888) 336-6100

The CONTRACTOR shall coordinate construction with public utility relocation activities.

The existing subsurface utilities shown have been indicated, based on the best available record information. However, to avoid or resolve any interference problems between these existing utilities and the proposed work, the CONTRACTOR shall field verify the vertical and horizontal locations of all utilities, such as water lines and water services, electronic conduits, telephone and television cable, storm drain facilities, and all other facilities and obstructions prior to beginning any excavations. If conflicts exist, revised grades and/or alignments may be established, if

required. **Such field verification shall require exposing these utilities prior to the start of construction**.

Special reference is hereby made to Section 4-2, "Protection," of the Standard Specifications with respect to the protection, repair, and replacement of existing subsurface utilities.

Additionally, the CONTRACTOR shall also notify the following local entities of his/her schedule fourteen (14) days prior to commencing work, including local refuse collectors, street sweepers, the Post Office, Public Schools, and Bus Companies:

City of South Pasadena Attn: Julian Lee, Public Works Director	(626) 403-7242
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245
City of South Pasadena, Public Works Water Division Attn: Victor Magana, Water Operations Manager	(626) 403-7396
Metropolitan Water District Attn: Kevin Johansen, Water Systems Operations Group	(526) 713-0348
AT&T Communications OSP Engineering	(626) 570-5454
Los Angeles County Sanitation Districts Attn: Doug Walton	(310) 638-1161
Los Angeles County Public Works Department Construction Division Attn: Angela George	(626) 458-3109
Los Angeles County Public Works Department Traffic & Lighting Division Attn: Guita Shiek Atten: Robery Gysel	 (626) 458-5905 (626) 458-3122
SBC Attn: Jack Wilson	(626) 373-5960
Southern California Edison Attn: Eddie Lopez	(626) 303-8405
Southern California Gas Company	(714) 634-3079
Spectrum	(818) 407-3152
Underground Service Alert (Dig Alert)	(800) 422-4133

No excavation shall commence unless the CONTRACTOR has obtained the USA Inquiry Identification Number.

5-1.2 Accuracy of Utilities Information. The locations of known existing major utilities, whether above ground or underground, are indicated on the plans. Information and data reflected in the

Contract Documents with respect to underground and above ground utilities at or contiguous to the site is based upon information and data furnished to the City and the Engineer by the owners of such utilities, and the City does not assume responsibility for the accuracy or completeness thereof. The CONTRACTOR shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.

The CONTRACTOR shall be responsible for determining the location and depth of all underground facilities, including service connections, which may affect or be affected by his/her operations, and he/she shall include the cost to pothole all utilities within the limits of work in his/her bid. If an existing utility line, which has been marked by Underground Service Alert or is shown on the plans, is damaged by the CONTRACTOR, the CONTRACTOR shall repair the line and bear the cost thereof.

CONTRACTOR shall be aware that electrical conduits between street and traffic lights may exist beneath pavement and/or sidewalk in areas where such lights are in place and that said conduits are not shown on these plans.

In the event that the CONTRACTOR damages any existing utility lines that are not shown, shown incorrectly or the locations of which are not made known to the CONTRACTOR prior to excavation, a telephone call and written report shall be made immediately to the Utility owner, the Engineer, and to the City. If directed by the City, the CONTRACTOR shall make repairs under the provisions for changes and extra work contained in **2-7 CHANGES INITIATED BY THE AGENCY** of the Standard Specifications.

5-4 INSURANCE.

5-4.1 General. *Add The following:*

CONTRACTOR and AGENCY agree that AGENCY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement, which includes but is not limited to, contracts with other governmental agencies such as the California Department of Transportation, which are necessary for the AGENCY to enact this Agreement or from contracts with other parties or governmental agencies, which are necessary for the AGENCY to enact this Agreement.

CONTRACTOR acknowledges that its obligation pursuant to this section extends to liability attributable to AGENCY, if that liability is less than the sole fault of AGENCY. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of AGENCY.

The obligations of CONTRACTOR under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to AGENCY, its employees, agents and officials.

CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those as set forth here in this section from each and every subcontractor, sub-tier CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance or subject matter of this Agreement. In the event CONTRACTOR fails to obtain such

indemnity obligations from others as required here, CONTRACTOR agrees to be fully responsible according to the terms of this section.

Failure of AGENCY to monitor compliance with these requirements imposes no additional obligations on AGENCY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend AGENCY as set forth herein is binding on the successors, assigns or heirs of CONTRACTOR and shall survive the termination of this Agreement or this section.

CONTRACTOR agrees to provide insurance in accordance with the requirements as set forth here. If CONTRACTOR uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement, or endorse the existing coverage to do so. The following coverages will be provided by CONTRACTOR and maintained on behalf of AGENCY and in accordance with the requirements set forth herein.

SECTION 6 - PROSECUTION AND PROGRESS OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF WORK. *Add the following:*

6-1.3 Pre-Construction Meeting and Submittal. A pre-construction meeting will be conducted by the City prior to commencement of construction at a time and place designated by the City. Those attending the meeting shall include, but not be limited to, the following:

a. The CONTRACTORs representative(s)

b. Sub-CONTRACTORs representative(s), if needed

c. City of South Pasadena Director of Public Works

d. City of South Pasadena Public Works Inspectors

One week prior to this meeting the CONTRACTOR shall submit the following:

1. Construction Schedule
2. Emergency Contact List
3. List of Subcontractors
4. Storm Water Pollution Prevention Plan (SWPPP)

6-1.4 Emergency Contact List. The CONTRACTOR shall provide the following information in writing and submit it with the signed contract, contract bonds and certificates of insurance. Failure to comply may result in delays in the processing of the contract documents.

1. Name of authorized representative at the job site.
2. Address and telephone number where the above person can be reached 24 hours a day.
3. Address of the nearest office of the CONTRACTOR, if any, and the name and telephone number of a person at that office who is familiar with the project.

4. Address and telephone number of the CONTRACTOR's main office and the name and telephone number of the person at that office familiar with the project.

6-2 PROSECUTION OF WORK. *Add the following:*

As soon as possible under the provisions of the Specifications, the CONTRACTOR shall backfill all excavations and restore to usefulness all improvements existing prior to the start of the Work.

The CONTRACTOR shall submit monthly progress reports to the Engineer by the tenth day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained.

6-2.1 Traffic and Access. The CONTRACTOR's operations shall cause no unnecessary inconvenience. The access rights of the public shall be considered at all times. Unless otherwise authorized, traffic shall be permitted to pass through the Work, or an approved detour shall be provided.

Safe and adequate pedestrian and vehicular access shall be provided and maintained to: fire hydrants; commercial and industrial establishments; churches, schools and parking lots; service stations and motels; hospitals; police and fire stations; and establishments of similar nature. Access to these facilities shall be continuous and unobstructed unless otherwise approved by the Engineer.

Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the Work at intervals not exceeding 90 m (300 feet), shall be maintained unless otherwise approved by the Engineer.

Vehicular access to residential driveways shall be maintained to the property lien except when necessary construction precludes such access for reasonable periods of time. If backfill has been completed to the extent that safe access may be provided, and the street is opened to local traffic, the CONTRACTOR shall immediately clear the street and driveways and provide and maintain access.

The CONTRACTOR shall cooperate with the various parties involved in the delivery of mail and the collection and removal of trash and garbage to maintain existing schedules for these services.

Grading operations, roadway excavation and fill construction shall be conducted by the CONTRACTOR in a manner to provide a reasonably satisfactory surface for traffic. When rough grading is completed, the roadbed surface shall be brought to a smooth, even condition satisfactory for traffic.

Unless otherwise authorized, work shall be performed in only one-half of the roadway at one time. One half shall be kept open and unobstructed until the opposite side is ready for use. If one-half a street only is being improved, the other half shall be conditioned and maintained as a detour.

The CONTRACTOR will be required to maintain at least one lane of traffic in each direction through the project area at all times in a manner satisfactory to the Engineer in the form of an engineered traffic control plan. The engineered traffic control plans must be signed by a California registered civil and/or traffic engineer. The plan is a required submittal for review one week prior to the pre-construction meeting.

If traffic control on the project shall be implemented by a sub-contractor, such subcontractor must specialize in Traffic Control and be approved by the City Engineer.

The CONTRACTOR shall include in its Bid all costs for the above requirements.

6-2.1.1 Notification to the Public. Affected properties will be determined by the Engineer and are, in general, those properties that fall within 500 feet of the limits of the work. CONTRACTOR shall remain aware of all adjacent property owners and take all steps necessary to minimize construction impacts and disturbances to all affected property owners. The CONTRACTOR is required to distribute the approved public notice to property owners one week prior to roadway construction. CONTRACTOR shall be responsible for all costs associated with these tasks and responsibilities in the various contract bid items.

The CONTRACTOR is required to notify the City by e-mail that public notices have been distributed. The e-mail shall be addressed to the City representative(s) designated during the pre-construction meeting. The e-mail shall be sent to the City no later than 8 a.m. on the day following distribution of the notices. The e-mail notification to the City shall contain a map showing the limits of distribution and the dates and times distributed. A separate e-mail shall be sent for each distribution. The City will use the information on the e-mails to verify that the distribution has been performed. If the distribution is not verified by the City, the City will e-mail to the CONTRACTOR's representative the locations which must be redistributed with the new information. The CONTRACTOR shall not perform work in the distribution area without e-mail notification of verification by the City of the distribution.

The CONTRACTOR shall submit a sample of a public notice for review and approval by the Engineer. The CONTRACTOR shall provide changes as directed by the City representative and submit final draft for approval.

The CONTRACTOR shall furnish and place "No Parking" signs, 12"x18" minimum size, approved by the Engineer, along the street in front of every residence and/or business affected by the work, two (2) working days in advance of any work. In rural areas, the signs shall be placed at a spacing not exceeding 400 feet. The signs shall include the day and time during which parking is prohibited. Parking restrictions shall be limited to the intervals between 8 a.m. to 5 p.m. to allow parking during the night. The CONTRACTOR shall remove these signs immediately when they are no longer needed.

If the work is delayed or rescheduled for any reason after placement of "No Parking" signs, the CONTRACTOR shall re-date the signs affected and re-notify the residents and businesses of the change via a new "door-knob" notice. If the work is delayed more than five days, the CONTRACTOR shall remove the signs and place re-dated signs two (2) days in advance of the work.

6-2.1.2 Notification to the Public Agencies. The CONTRACTOR shall notify the following Agencies 48 hours prior to working in the area within the City of South Pasadena unless otherwise noted:

City of South Pasadena Attn: Julian Lee, Public Works Director	(626) 403-7242
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Community Services Department Attn: Lucy Hakobian	(626) 403-7392
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245

6-2.1.3 Parking Restrictions and Posting for Tow Away. No Parking signs, posted by the CONTRACTOR, shall be of heavy card stock and not less than 1.75 square feet of surface area on the face. Background color shall be white and letters shall be printed in red water resistant ink except day, date, and time of restriction may be printed in black water resistant ink. The signs shall be printed with the words "Tow Away" and "No Parking" with a character height of not less than 2.75 inches and a stroke width of not less than 0.5 inches. The day, dated, and time of the particular restriction shall be printed or attached below the above-mentioned wording in characters of not less than 2.0 inches in height and 0.4 inches in stroke width. The day of the week shall be written out or properly abbreviated with three to four letters; date or dates or restriction shall be listed completely; the beginning and ending times shall be clearly listed on the sign.

Signs shall be mounted such that the wording "No Parking" are at an elevation at least three feet above the adjacent flowline. Signs may be tied with string to trees and power poles, taped to existing sign poles, or mounted to stakes or barricades as provided by the CONTRACTOR. The signs shall be placed as needed to control the parking of cars within the construction zone; signs shall be placed at intervals of 75 feet or less along each side of the roadway.

Signs shall be posted and maintained by the CONTRACTOR for a period of 72 hours prior to the restrictions becoming effective. The CONTRACTOR may only post parking restrictions that are effective for the duration of the Work. Upon completion of the Work, the CONTRACTOR shall promptly and completely remove and dispose all signs, stakes, and barricades. The CONTRACTOR shall promptly reset or replace all damaged or defective signs.

The CONTRACTOR shall be fully responsible for the adequate removal of all parked cars. The CONTRACTOR shall coordinate the removal of all vehicles with the Sheriff Department. The CONTRACTOR shall notify the Sheriff Communications Center upon posting of the parking restrictions for a particular street. For removal of parked vehicles, the CONTRACTOR shall notify the Sheriff Communications Center not less than two hours prior to the needed removal, stating the address nearest the parked vehicle, make, model, color and license number. The City shall not be responsible for any delay or additional costs associated with the removal of parked cars that obstruct the construction operation.

If a vehicle owner successfully contests a towing citation in court, and their citation is dismissed for causes related to the CONTRACTOR's failure to perform the requirements of this section, the CONTRACTOR shall reimburse the City for the cost of any claims associated with the towing citation.

DEVIATIONS FROM THE REQUIREMENTS OF THIS SUBSECTION WILL BE PERMITTED ONLY ON PRIOR CONSENT OF THE ENGINEER.

6-2.1.4 Storage of Equipment and Materials in Public Streets. Construction materials shall not be stored in streets, roads, or highways for more than 5 days after unloading. All materials or equipment not installed or used in construction within 5 days after unloading shall be stored elsewhere by the CONTRACTOR at its expense unless authorized additional storage time.

Construction equipment shall not be stored at the Work site before its actual use on the Work nor for more than 5 days after it is no longer needed. Time necessary for repair or assembly of equipment may be authorized by the Engineer.

Excavated material, except that which is to be used as backfill in the adjacent trench, shall not be stored in public streets unless otherwise permitted. After placing backfill, all excess material shall be removed immediately from the site.

6-2.1.5 Street Closures, Detours, Barricades. The CONTRACTOR shall comply with all applicable State, County and City requirements for closure of streets. The CONTRACTOR shall provide barriers, guards, lights, signs, temporary bridges, flag persons, and watchpersons. The CONTRACTOR shall be responsible for compliance with additional public safety requirements which may arise. The CONTRACTOR shall furnish and install signs and warning devices and promptly remove them upon completion of the Work.

At least 48 hours in advance of closing, partially closing or reopening, any street, alley, or other public thoroughfare, the CONTRACTOR shall notify the Police, Fire, Traffic and Engineering Departments, and comply with their requirements. Deviations must first be approved in writing by the Engineer.

The CONTRACTOR shall secure approval, in advance, from authorities concerned for the use of any bridges proposed by it for public use. Temporary bridges shall be clearly posted as to load limit, with signs and posting conforming to current requirements covering "signs" as set forth in the Traffic Manual published by the California Department of Transportation. This manual shall also apply to the street closures, barricades, detours, lights, and other safety devices required.

All traffic control barricades, signs and devices used by the CONTRACTOR shall, as a minimum, conform to the latest edition of the "California Manual on Uniform Traffic Controls Devices" ("MUTCD"). Channelization devices shall be spaced no greater than fifty (50) feet apart. The CONTRACTOR shall take additional precautions as he/she may find necessary under the circumstances.

Should the CONTRACTOR fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the AGENCY will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to the CONTRACTOR directly.

Full street closures will not be allowed without City Council approval.

All costs involved in the CONTRACTOR'S prosecution of the Work shall be included in the Bid.

6-2.2 Daily Reports. The CONTRACTOR shall complete a Daily Report indicating manpower, work performed, major equipment used and on standby (itemized separately), subcontractors, and similar items involved in the performance of the Work. The Daily Report shall be completed on forms prepared by the CONTRACTOR and acceptable to the Engineer and shall be submitted to the City Inspector weekly.

6-3 TIME OF COMPLETION

6-3.1 General. *Add the following:*

The CONTRACTOR shall complete the Work within the time specified in B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE, or as modified by Change Order or agreement, after the Notice to Proceed.

Add the following:

6-3.3 Working Day. A working day is any day within the period between the start of the Contract time as defined in 6-1.2 and the date provided for completion, or upon field acceptance by the Engineer for all work provided for in the Contract, whichever occurs first, other than:

1. Saturday,
2. Sunday,
3. any day designated as a holiday by the AGENCY,
4. any other day designated as a holiday in a Master Labor Agreement entered into by the CONTRACTOR or on behalf of the CONTRACTOR as an eligible member of a CONTRACTOR association,
5. any day the CONTRACTOR is prevented from working at the beginning of the workday for cause as defined in 6-4.1,
6. any day the CONTRACTOR is prevented from working during the first 5 hours with at least 60 percent of the normal work force for cause as defined in 6-4.1.

The CONTRACTOR's activities involving work which requires street closure, detours, and barricades shall be confined to the hours between 7:30 a.m. and 4:00 p.m. Monday through Friday. In addition, the CONTRACTOR shall not perform any Work on Saturday, Sunday, or on AGENCY-designated holidays. AGENCY-designated holidays are listed in **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS** below. Deviation from these hours will be permitted upon approval of the Engineer, except in emergencies involving immediate hazard to persons or property.

Deviations from these hours will not be permitted without the prior consent of the Engineer, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the CONTRACTOR. Service fees will be calculated at overtime rates including benefits, overhead, and travel time; and will be deducted from the amounts due the CONTRACTOR.

Failure of the CONTRACTOR to adhere to working day requirements will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine.

TABLE 1 – AGENCY-DESIGNATED HOLIDAYS

New Year's Day (January 1*)

Martin Luther King, Jr. Day (3rd Monday in January)

President's Day (3rd Monday in February)

Memorial Day (Last Monday in May)

Juneteenth (June 19*)

Independence Day (July 4*)

Labor Day (1st Monday in September)

Veteran's Day (November 11*)

Thanksgiving Day (4th Thursday in November)

Day after Thanksgiving (Friday after Thanksgiving Day)

Christmas Eve (December 24*)

Christmas Day (December 25*)

**If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday. The City shall close each year from December 25 to January 1.*

6-3.4 Restrictions on closure of traffic lanes:

No contractual work shall be performed in the public Right-of-Way during the first week of school unless approved by the City Engineer.

A. All traffic lanes shall be open for public use on the days and at the times specified below, unless approved otherwise by the City Engineer:

1. Saturdays, Sundays and AGENCY designated holidays: from 12:01 a.m. to 11:59 p.m.
2. Fridays and any days preceding an AGENCY designated holiday: from 3:00 p.m. to 11:59 p.m.
3. Non-construction hours: all hours when the CONTRACTOR's employees are not physically present at the construction site actively performing contract work.

B. On those days and hours when closure of traffic lanes is not prohibited under the provisions of the preceding subparagraph A, no more than one travel lane may be closed at any time during construction hours. During any lane closure, flashing arrow boards shall be used in accordance with the current version of the California MUTCD.

C. Traffic signals shall not be placed in flash operation during the hours that traffic lanes must be kept open as defined in Paragraph A. Under no circumstances shall traffic signal be placed in flash operation without prior approval from the Project Engineer. Traffic signal will be only placed in flash operation by City personnel. CONTRACTOR shall contact the Project Engineer at least two (2) working days in advance to coordinate traffic signal service.

6-4 DELAYS AND EXTENSIONS OF TIME.

6-4.4 Written Notice and Report. *Add the following:*

Whenever the CONTRACTOR foresees any delay in the prosecution of the work, and in any event immediately upon the occurrence of any delay which the CONTRACTOR regards as unavoidable, he/she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause so that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if prevention is not possible, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent it will delay the prosecution and completion of the work. It will be concluded that any and all delays which have occurred in the prosecution and completion of the work have been avoidable delays, except such delays as shall have been called to the attention of the Engineer at the time of their occurrence and found by him/her to have been unavoidable. The CONTRACTOR shall make no claims for any delay not called to the attention of the Engineer at the time of its occurrence as an unavoidable delay.

6-7 TERMINATION OF THE CONTRACT FOR DEFAULT.

6-7.1 General. *Add The following:*

If the CONTRACTOR fails to begin delivery of material and equipment, to commence the Work within the time specified, to maintain the rate of delivery of material, to execute the Work in the manner and at such locations as specified, or fails to maintain the Work schedule which will insure the AGENCY's interest, or, if the CONTRACTOR is not carrying out the intent of the Contract, the AGENCY may serve written notice upon the CONTRACTOR and the Surety on its Faithful Performance Bond demanding satisfactory compliance with the Contract.

6-9 LIQUIDATED DAMAGES. *Add the following:*

The CONTRACTOR agrees to forfeit and pay the AGENCY the amount of Two Thousand Eight Hundred Dollars ($2,800.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the CONTRACTOR. This payment shall be considered liquidated damages. CONTRACTOR agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate AGENCY for losses that are difficult to measure and that such damages are not a penalty.

The AGENCY's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the CONTRACTOR to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the AGENCY to terminate this agreement.

SECTION 7 - MEASUREMENT AND PAYMENT

7-1 MEASUREMENT OF QUANTITIES FOR UNIT PRICE WORK.

7-1.1 General. *Add the following:*

The planimeter shall be considered an instrument of precision adapted to measurement of all areas.

7-3 PAYMENT

7-3.1 General. *Add the following:*

The quantities listed in the Bid schedule will not govern final payment. Payment to the CONTRACTOR will be made only for actual quantities of Contract items constructed in accordance with the Plans and Specifications. Upon completion of construction, if the actual quantities show either an increase or decrease from the quantities given the Bid schedule, the Contract Unit Prices will prevail subject to the provisions of 7-3.5.1.

At the expiration of 35 calendar days from the date of acceptance of the Work by the board, or as prescribed by law, the amount deducted from the final estimate and retained by the AGENCY will be paid to the CONTRACTOR except such amounts as are required by law to be withheld by properly executed and filed notices to stop payment, or as may be authorized by the Contract to be further retained.

7-3.2 Partial and Final Payment. *Add the following:*

From each progress estimate, 10 percent will be deducted and retained by the AGENCY, and the remainder less the amount of all previous payments will be paid. After 50 percent of the Work has been completed and if progress on the Work is satisfactory, the deduction to be made from remaining progress estimates and from the final estimate may be limited to $500 or 10 percent of the first half of total Contract amount, whichever is greater.

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Wednesday of the following month. The AGENCY requires four to six weeks to review all progress payments, issue payment checks, present progress payment to Council for approval, and release payment to CONTRACTOR. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the CONTRACTOR returns the control set of plans and specifications showing the as-built conditions.

The full five (5) percent retention will be deducted from all payments. The final retention will be authorized for payment thirty-five (35) days after the date of recordation of the Notice of Completion.

7-3.6 Stipulated Unit Prices. *Add the following:*

Stipulated Unit Prices are unit prices established by the AGENCY in the Contract Documents.

7-4 PAYMENT FOR EXTRA WORK.

7-4.1 General. *Add The following:*

New or unforeseen work will be classified as "extra work" when the Engineer determines that it is not covered by the Contract Unit Prices or stipulated unit prices.

7-4.2 Basis for Establishing Costs.

7.4.2.4 Other Items. *Add the following:*

Invoices covering all such items in detail shall be submitted with the request for payment.

7-5 PAYMENT FOR CHANGES REQUESTED BY THE CONTRACTOR. *Add the following:*

Changes in the Plans and Specifications, requested in writing by the CONTRACTOR, which do not materially affect the Work, and which are not detrimental to the Work or to the interests of the AGENCY, may be granted by the Engineer. Nothing herein shall be construed as granting a right to the CONTRACTOR to demand acceptance of such changes.

SECTION 8 - FACILITIES FOR AGENCY PERSONNEL

8-6 BASIS OF PAYMENT. *Substitute the following:*

All costs incurred in furnishing, maintaining, servicing, and removing field officers, laboratories, or bathhouse facilities required at the project site shall be included in the bid item for furnishing such facilities. If such facilities are required by the Plans or Specifications and no bid item is provided in the proposal, the costs shall in included in other items for which bids are entered. Such costs incurred in connection with offices and laboratories at plants shall be borne by the plant owners.

The first progress payment will not be approved until all facilities are in place and fully comply with the Contract Documents.

(End of Section)

APPENDIX I

GOLF COURSE 13TH HOLE FENCING
REPLACEMENT PROJECT NO. 005231
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Location Map



Approved for use on June 7, 2023
294856.v3

APPENDIX II

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231 IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Existing Condition Photos

13th Hole Fencing Replacement



Approved for use on June 7, 2023

294856.v3





Approved for use on June 7, 2023
294856.v3


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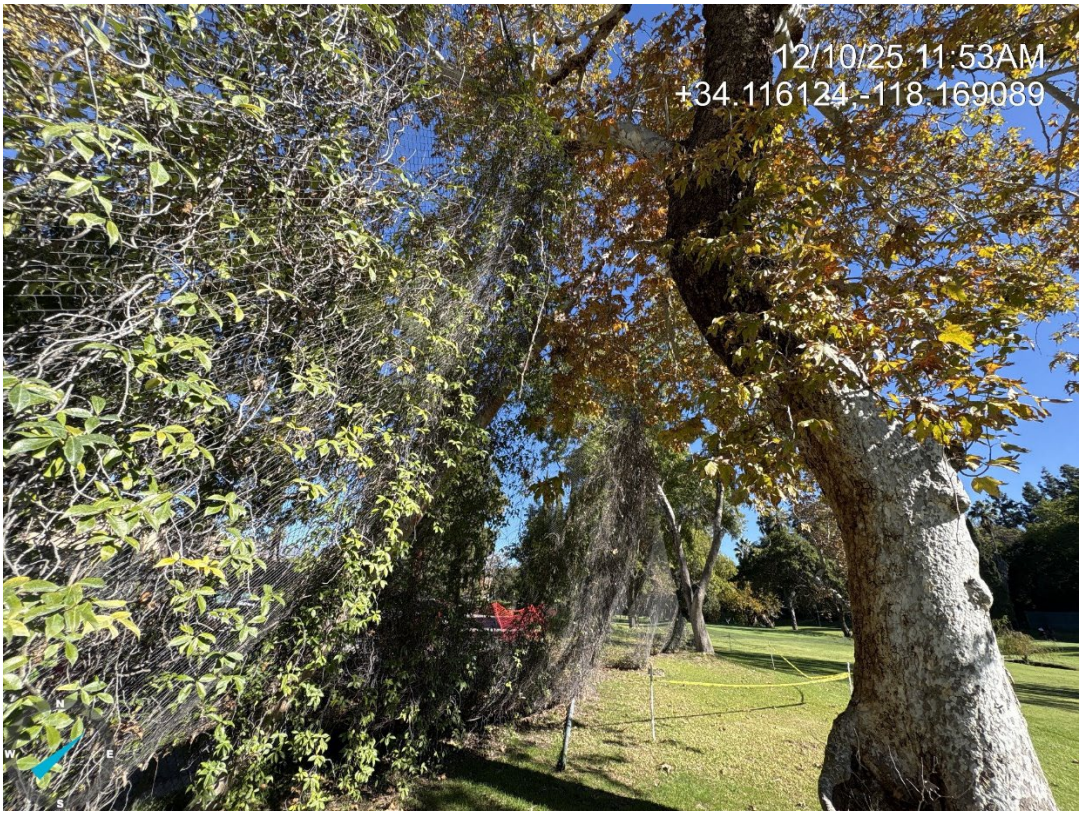
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City of South Pasadena

Department of Public Works
1414 Mission Street, South Pasadena, CA 91030
626-403-7240

February 19, 2026

NOTICE TO PROPOSERS

ADDENDUM NO. 1 SPECIFICATION CHANGES
AND QUESTIONS & ANSWERS:

GOLF COURSE 13TH HOLE FENCING REPLACEMENT PROJECT NO. 005231

This addendum changes and supersedes the language in the original Specifications. Please acknowledge receipt of this addendum by signing and submitting with your proposals. Any bidder who fails to submit this addendum may be disqualified.

Please note the following clarifications, additions, or changes:

1. SPECIFICATIONS:

PLANET BIDS

- **Receipt of Bids:** The bid duration has been updated. Bids will be accepted until 4:00 PM March 4, 2026.

QUESTIONS AND ANSWERS:

Question # 1:
Is the Prebid job walk mandatory?

Answer:
The pre bid job walk is not mandatory.

Question # 2:
Golf courses are very particular about grass conditions. Due to the type of machinery required to perform the work, can you please confirm who will be responsible for repairing and restoring any damaged grass areas resulting from construction activities?

Answer:
All vehicle traffic is prohibited on the greens (Hole/Cup location). Vehicles will be allowed to traverse to the working area over fairway and roughs. Vehicle traffic should be minimized over tee boxes. Following demolition of the existing chain link fence (and prior to new fencing being installed) work area can be accessed directly from Lohman Lane. Care should be given to avoid damaging grass

areas. Contractor will be responsible for backfilling any deep depressions, ruts, and other excavated areas as a result of construction. Contractor will not be responsible for restoring grass conditions.

Question # 3:
Due to safety concerns for the public and workers, can you please confirm whether traffic control measures and site-specific safety plans are to be included as part of this bid scope, or if they will be provided by others?

Answer:
Maintain a minimum of one lane of traffic on Lohman Lane during construction activities. If one lane of traffic needs to be shut down due to construction activities, Contractor is required to submit a traffic control plan for review and encroachment permit.

Question # 4:
Can you please confirm that Hole 13 will be closed during construction activities in order to provide adequate safety for construction personnel performing the work in that area?

Answer:
Hole 13 will be closed during construction. Golf course would prefer to allow golfers to walk past work area during construction activities to keep the rest of the course open but can restrict play to the front 9 holes if necessary.

Question # 5:
The project scope includes the addition of an electrical junction box. Please be advised that installation, modification, or supervision of electrical junction boxes is outside the allowable scope of a C-13 Fencing Contractor in accordance with California Contractors State License Board (CSLB) regulations. Please confirm one of the following: The City will furnish and install the electrical junction box and all associated electrical work under the appropriate license; or The project requires a B (General Contractor) to oversee the work and subcontract the electrical scope to a licensed C-10 Electrical Contractor. If neither condition applies, please confirm that a C-13 contractor is not eligible to bid this project as currently specified.

Answer:
A C-13 contractor may bid the project, provided that all work outside the C-13 classification is subcontracted to contractors holding the appropriate license classification.
No electrical work shall be self-performed by a C-13 contractor unless properly licensed to do so.
No change in scope is intended; this clarification confirms licensing requirements only.

Question # 6:
Can you please confirm whether the netting is required to extend all the way down to finished grade, or if it is intended to terminate above ground with a specified clearance?

Answer:
The original netting connected to the top of the chain link fencing. The new netting system can either connect to the new chain link or terminate below the top of the chain link fence, allowing for a minimum 2 feet overlap. To allow for maintenance activities, a minimum of 2 feet clearance from the ground is required.

Question # 7:
The existing irrigation line is located extremely close to the fence line. In the event that the existing fence posts cannot be removed without damaging the irrigation line, please confirm who will be responsible for relocating, protecting, or repairing the irrigation line to allow for post removal and installation.

Answer:
Contractor is responsible for protecting irrigation lines in place. Following hand digging by the Contractor to identify potential conflicts with irrigation, Golf Course staff will be responsible for relocating irrigation lines.

Question # 8:
Due to the proximity of existing utilities and irrigation lines, and to minimize damage to the field surface and adjacent v-ditch please confirm whether the contractor is expected to hand-dig the entire project.

Answer:
Contractor is required to hand dig top two feet for any excavations.

Question # 9:
Due to the theoretical nature of the project (Design-build) We would like to formally request an extension on this project to provide the most competitive pricing, We are still awaiting material pricing and costs based on our proposed design plan with our chosen design team.?

Answer:
The bid duration has been updated. Bids will be accepted until 4:00 PM March 4, 2026.

Question # 10:
Can you please provide the stamped drawing we are to use to bid this project so we can all bid apples to apples?

Answer:
Construction plans were not developed for this project. Contractor is responsible for providing plans to be submitted for review.

Question # 11:
What size posts and footings are we to use for the netting on this project?

Answer:
The new netting system post spacing, foundation and reinforcement design, and tensioning anchor locations to be determined by stamped plans provided by the Contractor.

Question # 12:
Can you please provide the specs for the chain link and posts we are to use for the chain link fence? as well as footing diemensions?

Answer:
New chain link fence to be 6-ft high, follow SPPWC standard plan 600-3 requirements.

Question # 13:
Can you please provide the approved system or method to be used for attaching the netting to the posts?

Answer:
The original netting connected to the top of the chain link fencing. The new netting system can either connect to the new chain link or terminate below the top of the chain link fence, allowing for a minimum 2 feet overlap. To allow for maintenance activities, a minimum of 2 feet clearance from the ground is required.

Question # 14:
Can you please provide any specified manufacturer, model, specs, or detail to be followed for the netting?

Answer:
No specific manufacturer was identified for the netting. Netting must be new rope bound UV inhibitor treated polyethylene netting, weave 1in or smaller with a minimum 115 lb mesh breaking strength.

Question # 15:
Section 6-1.3 requires a SWPPP. Please confirm that the plan must be prepared and implemented by a certified SWPPP practitioner.

Answer:
This project will disturb less than one acre and is not part of a larger development therefore does not require a project specific SWPPP. Implementation of BMPs will be required for excavation spoils management, concrete work, and storm drain inlet protection if applicable.

CONTACT: Before the Bid opening, prospective Bidders shall direct any communications regarding this Work to:

City of South Pasadena Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Attention: Michael Lau

E-mail: mlau@southpasadenaca.gov

Communications may be written or oral, but the City is not bound by any oral interpretation of the Contract Documents made by any City employee, nor does the City guarantee the accurate transcription of oral questions.

PREPARED BY: Michael Lau

ACKNOWLEDGED BY: _____
Company Name

_____ _____
Print Name Title

_____ _____
Signature Date

City Council Agenda Report

ITEM NO. 15

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Jasmin Kim, AICP, Planning Manager
Michael Donovan, Associate Planner

SUBJECT: **CONSIDER THE ADOPTION OF RESOLUTION NO. 7991 TO DE-LIST 1806 CAMDEN AVENUE FROM THE CITY'S INVENTORY OF CULTURAL RESOURCES**

Recommendation

It is recommended that the City Council adopt Resolution No. 7991 approving the removal and de-listing of the property located at 1806 Camden Avenue from the City's Inventory of Cultural Resources.

Executive Summary

The Cultural Heritage Commission recommends that the City Council de-list the property located at 1806 Camden from the City's Inventory of Cultural Resources pursuant to South Pasadena Municipal Code (SPMC) Section 2.64. The Inventory identifies properties determined to be historically significant and subject to additional review requirements, including the issuance of a Certificate of Appropriateness (COA) for alterations or demolition.

A Historic Resource Assessment, Attachment No. 2, prepared by a City-approved consultant, concluded that the property does not meet the criteria for historical significance at the local, state, or national level and lacks the integrity required to qualify as a contributor to the eligible historic district. Based on these findings, the CHC voted to initiate de-listing and recommends that the City Council approve the removal of the property from the Inventory by resolution.

Background

1806 Camden Avenue is a property on the City's Inventory of Cultural Resources (Inventory). The applicant, Susan Masterman Architects, filed a request on behalf of her client for the approval of a Certificate of Appropriateness for the review and approval of a proposed partial demolition and construction of a 650 square-foot, single-story addition to an existing 703 square-foot single-family dwelling (Project) located at 1806 Camden Avenue. In addition, the applicant requested that the Cultural Heritage Commission (CHC) provide its concurrence with a Historic Resource Assessment (HRA) concluding that the property is not a historical resource under the California Environmental Quality Act (CEQA) and thereby initiate the de-listing of the property from the Inventory.

By way of background, obtaining a Certificate of Appropriateness is a discretionary project under the CEQA and as such, triggers compliance with CEQA. Under CEQA, no substantial

adverse impact may be made to a cultural resource. Since the Applicant's proposed Project was not consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, their Project did not qualify for a Class 31 CEQA exemption. Therefore, the Project remained subject to CEQA because the Project "may cause a substantial adverse change in the significance of a historical resource."

In order for the applicant to proceed with the Project, they had the option to obtain a Historic Resource Assessment to determine the significance of the residence at 1806 Camden. If the Historic Resource Assessment found that the residence was not historically significant, the Project would be exempt from CEQA because no adverse impact is being made to a historic resource. In such case, the property could be de-listed and the City could proceed with the processing of a Certificate of Appropriateness to allow the applicant to proceed with their Project.

On March 19, 2026, the Cultural Heritage Commission held a public hearing, reviewed the Historic Resource Assessment and found the residence "lacks significance as defined under national, state and local criteria for historical significance." Accordingly, the Commission made a recommendation to the City Council to de-list the cultural resource located at 1806 Camden Avenue, from the Inventory.

Analysis

Pursuant to SPMC Section 2.64 of the Cultural Heritage Ordinance, the City's Inventory of Cultural Resources (also referred to as the 'Inventory' or the 'Inventory of Historic Resources'), is an official list of properties that the City has determined, upon recommendation by the CHC and approved by City Council, to be historically significant through the systematic inventory and evaluation of buildings within its jurisdiction. The inventory was first established by City Council Resolution No. 6286 on November 30, 1994 and has since received subsequent revisions and updates.

The significance of being listed on the Inventory is that no person shall proceed with demolition, alteration, or relocation of properties listed on the Inventory without first obtaining a Certificate of Appropriateness (COA) from the CHC. Alterations to properties that are not listed on the Inventory are subject to the City's Design Review process pursuant to SPMC Section 36.410.040.

Pursuant to SPMC Section 2.64(a)(5), the CHC may initiate the de-listing of a property from the Inventory by a majority vote. If the CHC initiates de-listing, it must make one of the required findings listed in SPMC Section 2.64(a)(4) and thereafter, forward its recommendation to the City Council. The City Council may then, by resolution, determine whether to de-list the property from the Inventory.

The applicant provided a Historic Resource Assessment (HRA), found in **Attachment 2,** prepared by City-approved consultant, Willdan. The HRA concluded that the resource does not meet CEQA's definition of a historical resource and is ineligible for listing on the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), or the South Pasadena Landmark program. The HRA further concluded that the resource is a non-contributor to the eligible Camden/Court District.

The HRA evaluated the criteria and standards for historic designation set forth in SPMC Section 2.63(b), as well as the criteria for the National and California Registers (see Section 8,

page 47 of the HRA) to support its conclusion that the property lacked sufficient integrity to qualify as a contributor to the district. Specifically, the report cites the property's atypical front yard setback, limited Minimal Craftsman style character-defining features, dominant front yard garage, and overall site layout and landscaping, which are inconsistent with the prevailing development pattern of the eligible historic district characterized by uniform setbacks, front facing residences, and landscaped streets and park spaces.

Because the HRA concludes that the subject property is not historically significant, is ineligible for listing on the National Register and California Register; does not qualify for the South Pasadena Landmark program; and is a non-contributor to the eligible historic district; the CHC recommends that the subject property be de-listed from the City's Inventory.

SPMC Section 2.64(a)(5)(A) provides that the City Council may by resolution determine that the property be de-listed from the Inventory. Alternative, the City Council has the discretion to request further information on the matter and hold an additional public hearing. Staff is recommending that the City Council adopt Resolution No. 7991 and de-list 1806 Camden Avenue from the Inventory.

Alternatives
The City Council may request further information on the matter and hold an additional public hearing.

Fiscal Impact
Staff support of the Cultural Heritage Commission is included in the FY 2025-26 adopted work plan for the Community Development Department. There is no fiscal impact associated with de-listing a property from the City's inventory of cultural resources.

Commission Review and Recommendation
The Cultural Heritage Commission held a public hearing at their meeting of March 19, 2026, and made a recommendation that the property at 1806 Camden be de-listed from the City's Inventory.

Environmental Analysis
If the Resolution is adopted, the proposed project qualifies for categorical exemption from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 (Existing Facilities) and the common sense exemption under Section 15061(b)(3).

Class 1 exemption includes additions of up to 10,000 square feet if the project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive. The proposed 650-square-foot addition is not in an environmentally sensitive area and qualifies for a Class 1 exemption. Additionally, the common sense exemption under Section 15061(b)(3) applies since it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

As noted in Section 8.3 of the Historic Resource Assessment (Page 51), the subject property does not qualify as a "historical resource" under CEQA, as it is not eligible for local, State, or National registers and is a non-contributor to an eligible historic district. Therefore, the project would not result in a substantial adverse change to a historical resource, and no exception to

the categorical exemption applies.

Attachment:
Attachment No. 1 - Resolution Delisting 1806 Camden from Historic Inventory
Attachment No. 2 - Historical Resource Assessment (HRA).
Attachment No. 3 - CHC Staff Report

RESOLUTION NO. 7991

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DE-LISTING 1806 CAMDEN AVENUE FROM THE CITY'S INVENTORY OF CULTURAL RESOURCES

WHEREAS, on March 19, 2026, the Cultural Heritage Commission held a duly noticed public hearing and made a recommendation to City Council to de-list the resource, located at 1806 Camden Avenue, from the city's Inventory of Cultural Resources (Inventory)

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Recitals. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

SECTION 2. Findings. Based upon substantial evidence presented to the City Council, including public testimony, if any, and written and oral staff reports, the recommendation of the Cultural Heritage Commission and the Historical Resource Assessment provided to the City Council, the City Council finds as follows:

A. That the cultural resource located at 1806 Camden Avenue lacks significance as defined under national, state, and local criteria for historical significance; and

B. The subject property located at 1806 Camden Avenue, lacks significance as defined under national, state, and local criteria for historical significance. Specifically, the property does not possess sufficient character, interest, or value as part of the heritage of the community; is not associated with any significant historical events in South Pasadena; has no documented association with any person(s), or groups who have made a significant contribution to the history and development of the city, state, or country; does not exemplify a distinct nor particular architectural style; does not exemplify the best remaining architectural type within the neighborhood; is not identified as the work of person(s) whose work has influenced the heritage of the city, state, or country; and does not embody the elements of outstanding attention to architectural design or craftsmanship.

C. Additionally, the dwelling's extreme front yard setback, limited architectural features, dominant front yard garage, and overall site layout and landscaping are contrary to the prevailing development pattern of the eligible historic

district, which consists of uniform setbacks, front facing homes, landscaped streets and park spaces.

Therefore, the subject property at 1806 Camden Avenue does not meaningfully contribute to the historical significance of the City and lacks significance as defined under the applicable national, state, and local historic resource evaluation criteria.

SECTION 3. De-Listing. Based on the findings set forth in this Resolution, the City Council hereby approves the de-listing of the resource located at 1806 Camden Avenue (APN 5321-012-014) from the City's Inventory of Cultural Resources (also referred to as the "Inventory of Historic Resources").

SECTION 4. California Environmental Quality Act (CEQA). The proposed project qualifies for categorical exemption from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 (Existing Facilities) and the common sense exemption under Section 15061(b)(3).

Class 1 exemption includes additions of up to 10,000 square feet if the project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive. The proposed 650-square-foot addition is not in an environmentally sensitive area and qualifies for a Class 1 exemption. Additionally, the common sense exemption under Section 15061(b)(3) applies since it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

As noted in Section 8.3 of the Historic Resource Assessment (Page 51), the subject property does not qualify as a "historical resource" under CEQA, as it is not eligible for local, State, or National registers and is a non-contributor to an eligible historic district. Therefore, the project would not result in a substantial adverse change to a historical resource, and no exception to the categorical exemption applies.

SECTION 5. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 15TH day of April, 2026.

_____
Sheila Rossi, Mayor

ATTEST: **APPROVED AS TO FORM:**

Nikima S. Newsome, Chief City Clerk Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 7991 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima Newsome, Chief City Clerk

CITY OF SOUTH PASADENA

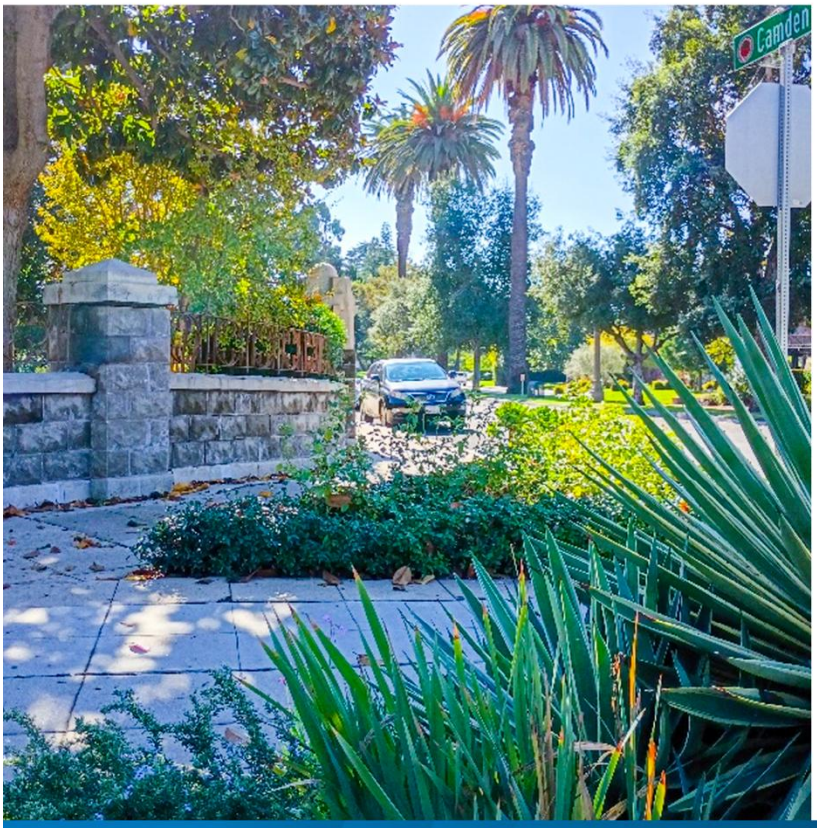
HISTORIC RESOURCES ASSESSMENT REPORT

1806 Camden Avenue
South Pasadena, California

Prepared for the City of South Pasadena

Prepared by Willdan

FINAL (December 17, 2025)





WILLDAN

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Exhibits

1. Juliet Arroyo Resume

2. Subject Property Assessor Parcel Map

3. 2002 Survey DPR 523A Form – Camden/Court District

4. Subject Property City Building Permit Records

5. Subject Property County Assessor Building Records

6. Camden Court Subdivision Maps (Original, Modified, Extension)

7a. Los Angeles Times, "Dental College Commencement", May 17, 1903

7b. Los Angeles Times, "500 Dentists to Gather for Science Talks", April 25, 1955

8. Los Angeles Times, "Camden Court New Unique Subdivision", February 27, 1910

9. Subject Property Photo Pages, November 2025

10a-f. Camden Court Assessor Parcel Maps (6 pages)

11a. Camden Court Photo Pages, Properties, November 2025

11b. Camden Court Photo Pages, Features, November 2025

1.0 INTRODUCTION

The City of South Pasadena ("city") has asked that a Historic Resources Assessment Report ("report"), be prepared before the city proceeds with reviewing any application for alterations, modifications, and/or new construction on the property at 1806 Camden Avenue due to the potential historic sensitivity of the site ("subject property") and its surroundings.

The subject property is listed on the South Pasadena Inventory of Historic Resources ("inventory") and as such, work to the site requires review by the South Pasadena Cultural Heritage Commission under the South Pasadena Cultural Heritage Ordinance ('ordinance"). Permit review is deemed discretionary under The California Environmental Quality Act ("CEQA").

This report examines if historic resources exist within and surrounding the subject property for the purpose of local review under the ordinance and under CEQA for which the City of South Pasadena is the Lead Agency. Typically properties 50 years and older need to be evaluated for historic resource eligibiliy before conducting a CEQA impact analysis. Because the property is over 50 years old, it is being evaluated to determine if it meets the definition of a Historical Resource under CEQA as well as meeting the criteria for the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program.

This report has been prepared under local, State, and National methodologies and guidelines for determining the significance of historic properties and uses common professional practices to identify historic resources. Site visits were conducted to the property and surroundings including a survey for a potential historic district. Research included a review of primary and secondary sources. This Historic Resource Assessment "report" for the subject property constitutes the complete evaluation and intensive level survey.

This report has been prepared by Willdan, a municipal services consulting firm providing services for over 60 years. The firm's local office is in The City of Industry, Los Angeles County, California. This report has been principally prepared by Ms. Juliet M. Arroyo (M.A.), principal planner of Willdan and historic resources specialist. She meets the Secretary of the Interior's Professional Qualification Standards in the field of Architectural History. She has 25 years of professional historic resource evaluation and project review experience (see ***Exhibit 1***).

The current private property owner has submited plans to the city for alteration of the house and construction of a replacement single family home in its place. If necerssary, a Phase II project review will be conducted.

2.0 PROPERTY DESCRIPTION

The subject property contains a single family home built sometime between 1923 and 1925. The home is 686 square feet in size and sits at the extreme rear of the parcel. Toward the front of the parcel is a two-car garage built in 1972. The house and garage are located behind a fence and gate which is setback further than the surrounding properties . A driveway extends from the street to the house. The parcel is 50 feet wide by 136 feet deep.

The house is one story and was built in a minimal Craftsman style with character-defining features including the wood lap siding, low pitched roof with front facing gable, roof overhangs and rafter tails. The home's front entrance is at the side facing north. There are two front windows, a primary bay window, slightly visible from the street, and a secondary window with shutters.

The garage opens to the side facing south. The property is heavily covered in vegetation but does not contain a discernable landscape design. A larger side yard is separated by a block wall and wooden gate. A smaller side yard is enclosed by a wooden gate. The rear setback is less than four feet and the side setback to the south is about 5 feet. ***Figure 1*** shows the house and garage from the street view, seen behind the gate/fence.



Figure 1. Subject Property, House and Garage. Primary Façade, West-Facing View. *source: Multiple Listing Service*

The property is located in the southern and eastern portion of the city, near Alhambra and San Marino. ***Figure 2*** shows the approximate location of the property within the City of South Pasadena near the intersection of Huntington Drive and Garfield Avenue. It sits within a neighborhood of distinctly stylistic homes and wooded, tree-lined streets.

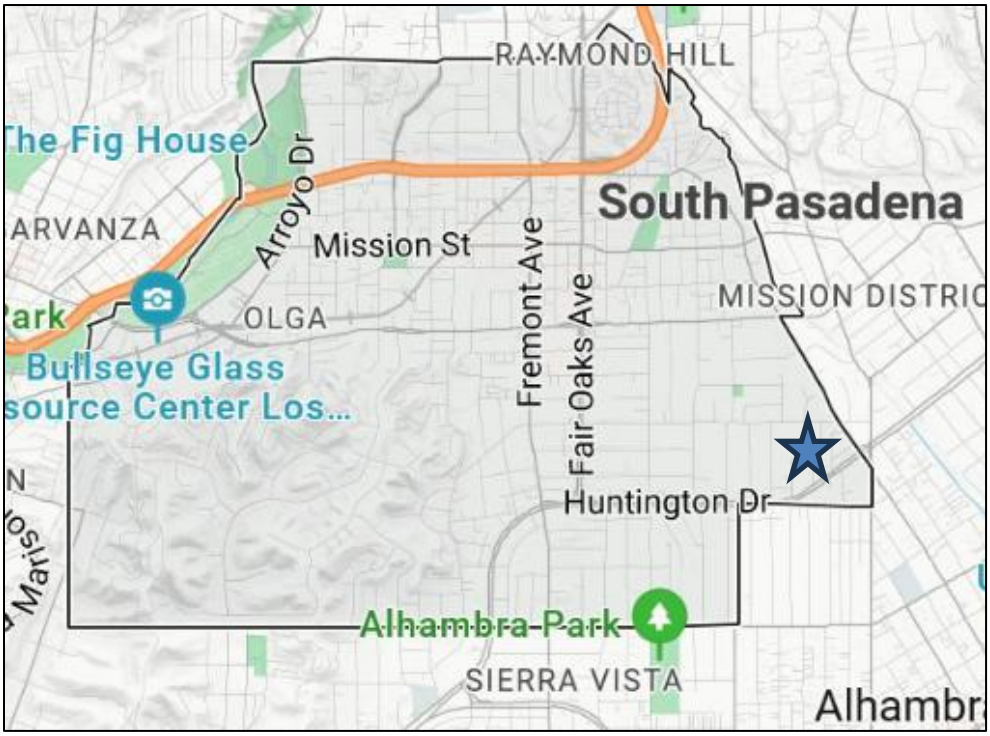


Figure 2. Subject Property Location
source: Google Maps

The property evaluated includes Los Angeles County Assessor parcel number 5321-012-014 as shown on ***Figure 3***. The aerial view shows the location of the rear house with the detached garage toward the front of the rectangular shaped parcel. The garage sits behind the front setback of the neighboring properties. ***Exhibit 2*** is a copy of the Assessor Parcel Map for the subject property.



Figure 3. Subject Property Parcel, Aerial View
source: Los Angeles County Assessor

Current Use:	Single Family Residence
Property Legal Description:	Tract 1091, Lot 39
Number of Improvements:	Two (House and Garage)

House

Year Built/Effective Year Built:	1925/1925 (1925/1927 Assessor Records)
Size:	686 Square Feet
No of Bedrooms/Bathrooms	2/1 (1/1 per Assessor)

Garage

Year Built:	1972
Size:	Two-car or larger

As shown on ***Figure 4***, the subject property is surrounded by a mix of single family homes in a wooded setting. The neighborhood homes are oriented around a curvilinear and linear street layout pattern development as part of the original subdivision. The property and surroudings are a part of a potential historic district surveyed in 2002 and described as Camden/Court. ***Figure 5*** is a boundary map of the Camden/Court potential historic district from the prior 2002 survey.



Figure 4: Aerial View of Property Location and Surroundings

source: Google Maps



Figure 5: Boundary Map of Camden/Court (Surveyed) Historic District

source: City of South Pasadena

3.0 FRAMEWORK FOR EVALUATION

The subject property is being evaluated to determine historic significance and eligibility in accordance with the South Pasadena definitions for historic properties. The property is also being evaluated against the criteria of the National Register of Historic Places, the California Register of Historical Resources, and the definition of historical resources under the California Environmental Quality Act. Guidelines for evaluating properties against the National Register are being employed particularly National Register Bulletins No. 24, Local Surveys, and 16B, Multiple Property Documentation. Additionally, the methodology for surveying and identifying historic properties under the California Office of Historic Preservation are being employed.

To be listed on the National Register of Historic Places (or other register program), a property must not only be shown to be significant under the National Register (or other register program criteria), but it also must have integrity. Integrity is the ability of a property to convey its significance. Based on professional practice and the South Pasadena Cultural Heritage Ordinance, an integrity determination is also needed for designations. The evaluation of integrity must be grounded in an understanding of a property's physical features and how they relate to its significance. Historic properties either retain integrity (this is, convey their significance) or they do not.

To determine the significance and eligibility of the subject property against established criteria at the National, State and local level, this report uses National Register Bulletin No. 15 (How to Apply the National Register Criteria for Evaluation) which provides guidance on how to evaluate the significance of historic properties, specifically how to evaluate significance against historic context and how to evaluate the integrity of the property. Although National Register Bulletin No. 15 is focused on evaluating properties for the National Register, the document states its applicability for the State and local level. The National Register considers properties beyond 50 years old for evaluation but also provides guidance on how to evaluate significance for properties less than 50 years old.

The State Office of Historic Preservation has established a methodology and recording instrument and instruction on conducting a historic resource survey. The State of California uses the 45 years old or older threshold for considering properties for historic significance and for CEQA analysis. This survey methodology is being used to evaluate the subject property.

The findings and conclusions of this report are guided by the above methodology, but additionally important, are based on historical archival records and evidence found in the field. The following is a summary of the framework for determining if the subject property has historic significance and would qualify as a historic or cultural resource under all definitions.

3.1 National

The National Register of Historic Places is the authoritative and most prominent of the historic register programs at the national level. A property must meet the criteria of the National Register and must meet the integrity test to be found eligible or to be formally listed on the National Register. There are many

guidance and procedural documents that help explain the National Register and how to complete an application for designation. The following are some of the guidelines being referenced in this report.

National Register of Historic Places Bulletins:

- How to Apply the National Register Criteria for Evaluation (NRB15)
- Researching a Historic Property (NRB 39)
- Historic Residential Suburbs; Guidelines for Evaluation and Documentation for the National Register of Historic Places
- Guidelines for Evaluating and Documenting Properties Associated with Significant Persons (NRB 32)
- Defining Boundaries for National Register Properties
- Guidelines for Local Surveys: A Basis for Preservation Planning (NRB 24)

Also available are a series of various Best Practices Reviews (as published on the National Register website).

For the subject property evaluation, this report makes findings to determine if the property meets the criteria of the National Register and if it meets the integrity threshold, based on the seven aspects of integrity.

3.2 California

The California Register of Historical Resources is an authoritative guide to California's significant historical and archeological resources to be used by state and local agencies, private groups, and citizens in identifying the existing historical resources of the state, and to indicate which resources deserve to be protected, to the extent prudent and feasible, from substantial adverse change.

The rights and responsibilities of owners of historic properties are the same as those of owners of non-historic properties. Listing does not prevent the use, sale, or transfer of the property. Because land use authority in California generally belongs to the local government, listing does not give either the state or the federal government any additional authority over the property. Consent from the property owner is not required, but a resource cannot be listed over an owner's objections. The State Historic Resources Commission can, however, formally determine a property eligible for the California Register.

Resources eligible for listing include buildings, sites, structures, objects, or historic districts that retain historic integrity and are historically significant at the local, state, or national level under one or more of the following criteria:

1) *It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;*

2) *It is associated with the lives of persons important to local, California, or national history;*

3) *It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master or possesses high artistic values; or*

4) *It has yield or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.*

In addition to having significance, resources must have integrity for the period of significance. The period of significance is the date or span of time within which significant events transpired, or significant individuals made their important contributions.

State level guidance is provided by the California Office of Historic Preservation (OHP). The office provides local agencies with assistance in historic preservation and provides a certain group of cities under the Certified Local Government (CLG) program with technical support. South Pasadena is a CLG.

This report follows the "Instructions for Recording Historical Resources, March 1995" and "Technical Assistance Guide, No. 8, A User's Guide to the California Historical Resources Status Codes and Historic Resources Inventory Directory, November 2004". The OHP publishes a series of survey forms to record historic resources known as DPR forms, Department of Parks and Recreation, as well as guidance on preparing context statement and historic preservation ordinances.

The California Environmental Quality Act (Public Resources Code) and Guidelines is a State law that requires local lead agency implementation for discretionary actions. This requires a review of impacts on historic resources. The study starts with an identification of resources and subsequently what project-level adverse impacts a particular activity may have on those resources. CEQA documentation depends on the type of project and the type of impacts. The subject property is also being evaluated as a potential "historical resource" under the CEQA definition because it is listed on the inventory and was previously surveyed and given a Status Code as a contributor to a potential historic district.

3.3 City of South Pasadena

The subject property is being evaluated to determine historic significance and eligibility in accordance with the City of South Pasadena Municipal Code which defines historic resources, or cultural resources, under the Cultural Resources Ordinance (Article IVH, Cultural Heritage Commission). The South Pasadena General Plan was recently adopted and provides planning and policy directions for historic and cultural resources under the broad category of "Cultural Heritage".

The City of South Pasadena under the Cultural Heritage Ordinance provides for the designation of a "Landmark" and "Historic District", together commonly known locally as cultural resources. A "Landmark" is any cultural resource that has been designated by the South Pasadena city council in accordance with the listing procedures of SPMC 2.63. A "Historic district" means any area or site containing a number of improvements or natural features that have a special character, historical/aesthetic value or interest, or that represent one or more architectural periods or styles typical of a period of the city's history and which constitute a distinct section of the city that has been designated a historic district by the South Pasadena city council. A historic district shall have a significant concentration, linkage, or continuity of sites,

buildings, structures, objects, or other features that are united in terms of historic development, architecture, or aesthetics. A historic district may contain both contributing resources and noncontributing resources.

Ordinance definitions applicable to this evaluation also include:

"Contributing resource" or "contributor" means a property or feature, including all buildings, structures, objects, and/or sites, that contributes to the historic significance of a designated historic district.

"Character-defining features" are those visual aspects and physical elements that comprise the appearance of a historical building or property and are significant to its historical, architectural and cultural values, including the overall shape of the historical building or property, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

"Historic context" means a broad pattern of historical development in a community or its region that is organized by theme, place, and time and which may be represented by historic resources.

"Historic integrity" means the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period of significance. For properties listed in or eligible for inclusion in the South Pasadena inventory of cultural resources, historic integrity is the composite of seven aspects: location, design, setting, materials, workmanship, feeling, and association. Historic integrity enables a property to continue reflecting and conveying its historic significance. Not only must a property resemble its historic appearance, but it must also retain physical materials, design features, and aspects of construction dating from the period when it attained significance.

"South Pasadena inventory of cultural resources" or "inventory" means the official list of properties that are located within the city of South Pasadena including: landmarks and historic district properties designated by the city council pursuant to SPMC 2.63, properties listed on the California Register, and properties that are identified through the survey process pursuant to SPMC 2.64 and listed as being eligible for special consideration in local planning.

As a part of this assessment, various context statements have been developed to determine if the property holds historic significance. Historic criteria typically look at associations with important events, associations with persons of significance, architectural quality and design, and/or archeology.

South Pasadena maintains an "inventory", the list contains officially designated historic properties and identified historic properties. The inventory also includes properties that have been surveyed as historic through various survey efforts over the years.

South Pasadena maintains a historic resources survey program to systematically survey and identify potentially significant historic resources for portions of the city or for citywide. The city has a modern historic resources survey program that goas back to the 1990s.

The first modern surveys were conducted in the 1990s. More recently the city conducted a citywide survey in the 2002-2003 period under the title " Historic Resources Survey Report: Phase I, Documentation of Historic Districts and Individual Properties, City of South Pasadena, December 2002" prepared by PCR Services Corporation, Santa Monica, California. Additionally, a Phase II report was prepared in September 2003. Primary DPR 523A forms were completed at both the reconnaissance level and intensive level for various districts and individual properties.

A completed one-page, DPR 523A, Primary Record form was prepared for a potential historic district recorded as "Camden/Court District" and a Status Code of "5S1" was applied, indicating an eligible historic resource at the local level (see ***Exhibit 3***). The form dated December 1, 2002, provides a one-paragraph description of the potential district and lists the construction dates as 1909-1936. It lists single family property as the resource attributes. Although the form lists a Location Map, Continuation Sheet, and District Record as attachments, none of these were found in the survey reports or city files.

A district record of 523D form was not completed, a significance statement was not provided, and a period of significance was not included. Additionally, the survey report included a list of about 33 properties, with a Status Code indicating that they are contributors, but the survey report does not explain why some properties are contributors and some properties are not listed. The survey form also does not contain a boundary justification. It is likely that all single family properties built between 1909-1936 were automatically classified as contributors regardless of integrity or other assessment of the contributing attributes, other than single family use.

The city prepared a "City of South Pasadena Citywide Historic Context Statement" dated December 16, 2014. This document provided the framework for a more recent citywide survey by Historic Resources Group with a survey report dated June 20, 2017 (administrative draft). The 2017 Survey did not re-survey the Camden/Court area or the property

The 2017 survey listed the following for the subject property:

> *1806 Camden Avenue – "This property was listed in the South Pasadena City Inventory of Addresses (now referred to as the South Pasadena Inventory of Cultural Resources) prior to 2015; the previous evaluation is being carried forward. The property was not re-evaluated in the 2015-2016 Citywide Survey Update."*

Because the 2017 survey updated status codes, the inventory changed codes from 5D1 to 5D3 since the codes had changed. For the Camden/Court district because the status codes changed, the district codes changed from 5S1 to 5S3.

Therefore, this report represents a more intensive level and complete evaluation and survey than the 2002 survey. Additionally, older surveys need to be updated to consider possible changes in the surrounding environment, regulatory changes, and advances in history knowledge and significance. As a result, the 2002 survey is considered useful, but due to its limitations and being over 20 years old, it is insufficient to make a determination regarding the historic resource status of the subject property since it is currently classified as a contributor to that potential district.

Project review under the Cultural Heritage Ordinance, or the “Certificate of Appropriateness” process applies to designated historic resources and properties listed on the local inventory, as well as non-contributors within historic districts.

4.0 RECORDS COLLECTION AND ARCHIVAL RESEARCH

This report includes collection, research, and analysis of archival documents, previous studies, reports and citations to aid in making a finding of historic significance and eligibility. Assessor parcel data and maps for the subject property are included from what is available within the County Assessor website and original records. Original Sanborn maps were reviewed. Library and archival research were conducted on the subject property and on the family most closely associated with the property.

4.1 City Building Permit Records

To assess the building construction, type, and alterations to the property, building permits on file with the City of South Pasadena were reviewed. The following ***Table 1*** includes a summary of building permit records. Minor permits are not included. Copies of the records are included as ***Exhibit 4***.

The oldest permit was issued to Mrs. Brezins to add a bedroom in 1947. Based on a visual inspection of the interiors in November 2025, the house has two small bedrooms. The house was believed to have been originally constructed as a one-bedroom structure, but the original building permit is not in the file or may never have been issued. Permits were issued in 1957 to Mr. Bunker for work associated with a kitchen and bathroom remodel. Based on a visual inspection of the interiors, the bathroom and kitchen appear to have been built at this time. In 1962 a permit was issued to Richard Bowers for reroofing. In 1972 a permit was issued to Richard Bowers to construct a new garage. Based on a visual inspection, the existing garage appears to have been built in that year. No other permits were issued after 1972. Based on a visual inspection of the property, there are no other recent improvements.

TABLE 1
South Pasadena Building Permit Records, 1806 Camden Avenue
source: City of South Pasadena
see Exhibit 2 for copies of records

DATE	WORK	OWNER
1947	Add Bedroom	Mrs. William B Brezins (Brizius)
1957	Plumbing and Electrical Fixtures, Bathroom and Kitchen Remodel	Mr. Bunker
1962	Reroof	Richard Bowers
1972	New Garage	Richard Bowers

4.2 County Assessor Building Records

The Los Angeles County Assessor maintains building records for property tax assessment and reassessment purposes. According to the Los Angeles County Assessor website the house has a year built of 1925 and an Effective Year built of 1925. The Effective Year built is an adjusted date given by the County for assessment purposes only and typically indicates that there was some type of alteration triggering a new assessment. A year built and effective year built with the same year indicates no major physical changes have been made to the property. ***Table 2*** is a summary of the records on file with the Los Angeles County Assessor and ***Exhibit 5*** contains copies of those records.

There is no record for the original construction, however, there is a record completed in 1947 that first documents the property and lists William Brizius as the owner. The record includes a site drawing of the house and shows no garage or other structures. It measures the dimensions of the bay window. Based on Sanborn maps, see below, the house was square in shape and did not have the front bay window seen today. It is likely that the bay window was added when the second bedroom was added. The record lists the effective year built as 1927 which is likely a reflection of the additional exterior square footage resulting from the window protruding from the front wall. Subsequent records show valuation changes due to the construction of the garage.

TABLE 2

County Assessor Building Records, 1806 Camden Avenue

source: Los Angeles County Assessor

see Exhibit 3 for copies of the records

DATE	DESCRIPTION	OWNER
11-18-1947	First record, it establishes the house size as 686 sq. ft. showing a bay window. The record was modified in 1957 and 1958 for bathroom and kitchen improvements and in 1972 with a new garage. The year built was recorded as 1925 and the effective year built was recorded as 1927. The house is listed as one story wood framed and wood siding with concrete foundation.	William Brizius (1947)
1971	Valuation Change	Richard H Bowers
1973	Add Detached Garage	Richard Bowers
Roll Year 1974	Tax Year Change	Richard H Bowers
11-6-1989	Statement – No New Construction	Richard Bowers

4.3 County Assessor Historic Tax Roll

Assessor tax record research was attempted at the archival room of the Los Angeles County Assessor in Downtown Los Angeles. However, due to flooding, the archival records have been relocated for preservation and digitization and were not available at the time of this report. An order has been placed but records are not expected to be available for another month or two. ***Table 3*** is a partial records search showing the property owned by Richard H. Bowers in 1960 having been transferred from the previous owners, Earle and Mary Bunker. This is consistent with other records in this report. Although the archival records would help with documenting ownership, other research has been conducted to indicate the original owners of the property.

TABLE 3

Property Ownership, 1806 Camden Avenue

source: Los Angeles County Assessor, Historic Tax Roll

YEAR	BOOK	PAGE NUMBER	LOT NUMBER	OWNER'S NAME	TRANSFER DATE
1960	5321	12	39	Richard H. Bowers	5-5-1960
To 1960	5321	12	39	Bunker, Earle R & Mary Louise	*
1921 to 1960	*	*	*	*	*

* Assessor documents are currently unavailable but are being retrieved based on order made in November 2025.

4.4 City Directory Research

Directory research was conducted to identify people associated with the property. City directories listing all households and business within the City of South Pasadena were reviewed for the subject property. Additionally, directories were reviewed going back to 1905 to trace the residency of the couple believed to have owned and built the house at 1806 Camden Avenue.

The first directory listing for 1806 Camden Avenue was in 1923. The occupants were listed as William J. Brizius, a dentist, and his spouse, Bessie Theresa Brizius. Although the home is listed with a year built of 1925 with the County Assessor, it is possible the home was built in 1923, since no original permit was found. For this report, the year built is being documented as 1925, however, based on a visual inspection and other records it could have been built anytime between 1921 and 1925.

The couple lived in the home from 1923 to 1939. From 1940 to 1956, Bessie Brizius lived in the home as the sole occupant. The couple married in 1908, based on a records search, but it is not known when they separated or divorced. In the 1940s and 1950s, William Brizius lived at various residences in the Hollywood area of Los Angeles. Based on records, he remarried.

Prior to living at 1806 Camden Avenue, the couple lived on Garfield Avenue in South Pasadena, and before that in the northeast area of Los Angeles, today the Highland Park and Lincoln Heights area. William Brizius and his family lived in the Los Angeles area going back to 1905 and further.

In the late 1950s the home may have been vacant and in 1960 sold to Richard Bower, listed as a city clerk. No additional information was found about Richard Bower. ***Table 4*** is a summary of directory listings for South Pasadena and the City of Los Angeles.

As early as 1897 William J Brizius and his family lived at a few residents on Pasadena Avenue at or near the father's meat market, William J is listed as a student in 1901 and 1902. In 1917 and 1918 William J is listed with a residence in Alhambra and in 1921 listed as living in South Pasadena also in 1923 and 1924. Directories also indicate that William J Brizius had dental offices in Downtown Los Angeles on Spring, Broadway, and Grand in the 1930s and on Sunset Boulevard in the 1940s.

TABLE 4
Directory Listings for 1806 Camden Avenue
and Persons Associated with Property
source: City Directories, Los Angeles Public Library and South Pasadena Public Library

YEAR	ADDRESS	OCCUPANT
1905, 1906	2819 Pasadena Avenue, Los Angeles	William J Brizius (son), Dentist
1914, 1917	2819 Pasadena Avenue, Los Angeles	William F Brizius (father), Grocer
1920, 1921	1033 Garfield Avenue, South Pasadena	William J and Bessie T Brizius
1923, 1924, 1926, 1928,1929,1932,1933, 1934, 1936, 1937, 1938, 1939	1806 Camden Avenue, South Pasadena	William J Brizius, Dentist (Spouse, Bessie Theresa Brizius)
1940,1941, 1942, 1943, 1946, 1947, 1952, 1953, 1955, 1956	1806 Camden Avenue, South Pasadena	Bessie T Q Brizius
1942, 1944	Normandie Avenue, Los Angeles	William J Brizius
1950, 1952, 1956	Rosewood Avenue, Los Angeles	William J Brizius
1958, 1959	1806 Camden Ave, South Pasadena	Unknown
1958,1960	Serrano Avenue, Los Angeles	William J Brizius
1960	1806 Camden Avenue, South Pasadena	Richard Bowers, City Clerk

4.5 Sanborn Fire Insurance Maps

Sanborn fire insurance maps are large-scale maps that depict the commercial, industrial, and residential sections of approximately 12,000 cities and towns in the United States. These specialized maps were prepared for the exclusive use of fire insurance companies and underwriters to provide accurate, current, and detailed information about the buildings they were insuring and today provide valuable information for research purposes.

A review of Sanborn maps for South Pasadena was conducted for the subject property. ***Figure 6*** shows the property as included in the 1930 Sanborn Map for South Pasadena. The illustration shows the one-story home in its original square shape and rear placement within the lot. No other structures are included. The home is square in shape and is substantially setback further from the homes on either side. There is no porch illustrated, and no features depicted as part of the home.

4.6 Subdivision History

Subdivision maps filed with the Los Angeles County Department of Public Works were reviewed to trace the changes in land divisions over time. Today, the subject property is a part of Lot 39 of Tract Number 1091 subdivided in 1911 by the Pasadena Investment Company (see ***Table 5***). Tract Number 1091 was a small portion of the large historic Marengo Tract (or Marengo Ranch) that covered much of Pasadena and South Pasadena.

Tract 1091 was created soon after the Camden Court Tract (and its modification) immediately to the north. Camden Court was created in 1909 by the Lyons Dividends Company with a unique street and lot layout. Large lots around a center park appear to have been created for estate-like home building. In 1911 the southern portion of Camden Court was reconfigured to create streets to extend from Oak Street at the north to Huntington Drive to the south. This modification (Tract No. 1017) keeps the intent of the plan and design of the original Camden Court subdivision. ***Exhibit 6*** includes copies of all three tract maps.

TABLE 5

Subdivision History

source: Los Angeles County Department of Public Works

DATE	NAME AND DESCRIPTION	OWNER
Surveyed November 1909 and Recorded December 23, 1909	CAMDEN COURT (A subdivision of the Marengo Tract) A subdivision of 18 large size lots, identified as A-R, arrange around a semicircular lot.	Lyons Dividends Co/All Night and Day Bank
Surveyed September 1911	TRACT No. 1017 (A subdivision of Camden Court) A modified subdivision creating smaller parcels at the southern area of Camden Court. Creating two new streets,	Not listed

	Camden Avenue and Marguerita Avenue (now Court Avenue)	
Surveyed August 1911	TRACT NO. 1091 (A subdivision of the Marengo Tract) The southern extension of Tract No. 1017 with more regularly sized lots and an extension of Camden Avenue and Court Avenue to Huntington Drive.	Pasadena Investment Company

4.7 Library and Archival Research

Research was conducted at several libraries and research facilities including the South Pasadena Public Library and the Los Angeles Public Library. Research at the Los Angeles Public Library including the California Index, the historical US Census, a review of the historical Los Angeles Times articles on persons associated with property and the neighborhood, the South Pasadena vertical file, and historic photographs. Biographical references were reviewed. Research was also conducted online through various archival institutions holding digital files. Historic photos of the home were not found. Obituaries of family members associated with the home were not found.

Historic aerial maps held at the City of South Pasadena show a 1937 image of the property as outlined in ***Figure 7***. The image shows the rear house, driveway leading to the house, vegetation, and the front lawn similar to what is seen today. There are no secondary structures or a garage. At this point in time, the home, within the largely developed neighborhood appears to look more like an in-laws' quarters than a primary residence. Such rear homes were popular in this period. There is no information to indicate why the home was built so small and at the extreme rear of the lot.

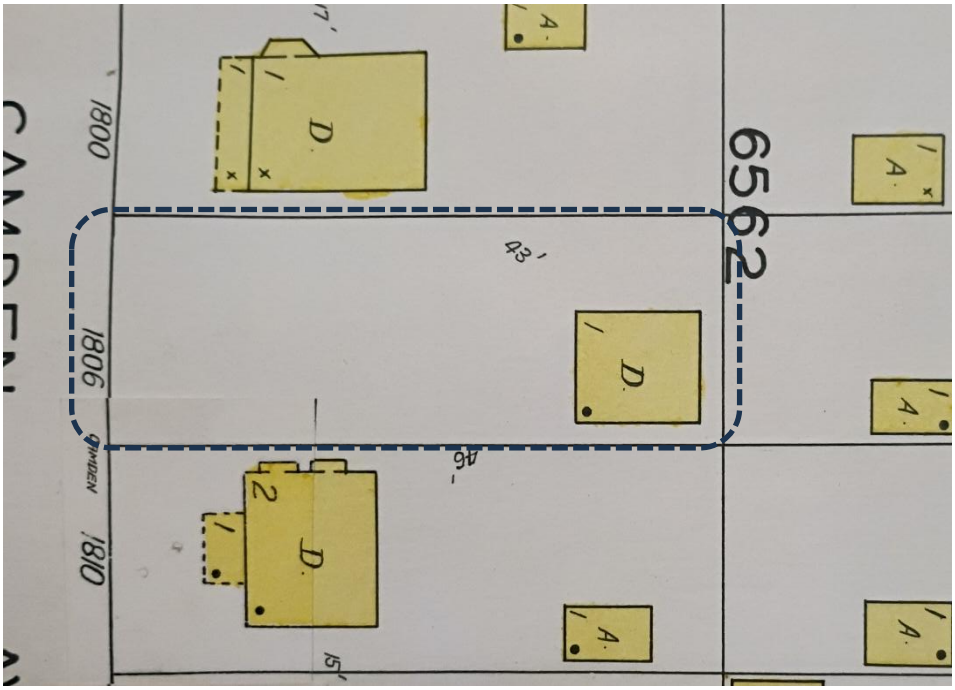


Figure 7. Historic Aerial Photo of Property and Surroundings, 1937

source: City of South Pasadena



Figure 7b. Historic Aerial Photo of Property and Surroundings, 1937

4.8 The Brizius Family

The home at 1806 Camden Avenue was believed to have been built and owned by William J and Bessie T Brizius. William was a dentist at the time working in Los Angeles. His wife Bessie may have worked in dentistry, but records seem to indicate she was unemployed outside the house and sometimes listed as "housewife". They had a child together who died at birth in 1910.

Table 6 is a summary of the Brizius family based on various records compiled together to better understand the couple and their association with the property.

William's father William Fredrick Brizius and his mother Amelia Rachael Reynolds came to Los Angeles from Indiana. William J was among the older of their children and was born in Indiana in 1881. The family lived in Los Angeles as early as 1889. The father operated a grocery market. William graduated from dental school in 1903 at the University of Southern California. His father retired in the 1920s and died in 1937. The family lived at 3319 Pasadena Avenue, Los Angeles in 1902 and 1912, and lived at 899 Pasadena Avenue in 1897 and 1900, he lived at 2819 Pasadena Avenue in 1914.

William J Brizius married Bessie T Quintin in 1908 at a ceremony in Los Angeles. Bessie was born in Colorado in 1882. Records do not include when she moved to Los Angeles. Bessie and William appear to have separated or divorced around 1940 when William moved to Los Angeles (Hollywood area). He later married Eva Gaskill in 1948. They lived in the Hollywood area together. She may have worked in the dental field. Eva and William J lived mostly in the Hollywood area and engaged in social activities there. She died in 1958.

Bessie Brizius lived at 1806 Camden Avenue up to the 1950s. Voter records indicated she lived at 1806 Camden Avenue until 1954, and records show she had an address in Los Angeles in 1956 and another Los Angeles address in 1962. She died in 1969 in Los Angeles.

William Brizius died in 1972 (see ***Figure 8).*** No obituary was found for him, but a few news articles were found showing he graduated from the College of Dentistry at the University of Southern California in 1903 (see ***Exhibit 7a***) and was honored as one of the region's pioneering dentists (see ***Figure 7b***).

Nothing in the records suggests how or why the couple built the home at 1806 Camden Avenue. It appears to be a very simple house, and it is unknown why it was built at the rear of the lot versus the front like other homes in the neighborhood. Based on Sanborn maps, one other home in the neighborhood was built at the rear, but that home has since been demolished and the property is currently a vacant lot. All other homes have a uniform setback and a prominent front entry, unlike the subject property.

TABLE 6

Brizius Family

source: US Census, Ancestry.com, City Directories, Voter Records, Newspapers

NAME	VITAL RECORDS	OTHER INFORMATION
William J Brizius	Born: 2-20-1881 (Indiana) Died: 8-17-1972 (Los Angeles) Married: 9-30-1908 (Bessie Theresa) Divorced: unknown Remarried: 1948	1900- Occupation/Dentist, Residence in Los Angeles, Lives with Mother and Father and siblings 1910 – Rent, Los Angeles 1920- Rent, 1033 Garfield Ave 1935- Lives n Los Angeles 1940-Married 1950- Residence in Los Angeles, wife is Eva G Brizius
Bessie T (Quintin) Brizius (first wife of William J)	Born: 12-2-1882 (Colorado) Died: 8-3-1969 (Los Angeles)	1910- occupation/dentist, 1920 - Lived on Garfield Avenue, 1950 - Status/Divorced, lived on Camden Avenue, alone, not employed
Infant Son Brizius (of William J and Bessie T)	Born and Died: 1910 (Los Angeles)	None
Eva Vincent Gaskill Brizius (second wife of William J)	Born: 4-21-1887 (Iowa) Died: June 14-1958 (Los Angeles) Married: 1913 (Iowa), 1915, 1948	1950- occupation/dental assistant, lives in Los Angeles



Figure 8. Grave Marker for William J Brizius

source: Find a Grave

5.0 HISTORIC CONTEXT

The following discussion of historic context has been developed to help evaluate the significance of the subject property. Historic contexts are defined as "those patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) is made clear." A context may be organized by theme, geographic area, or chronology; regardless of the frame of reference, a historic context is associated with a defined area and an identified period of significance. Historic contexts are linked to physical artifacts through the concept of property types and is crucial to the evaluation of historic significance. A property's historic significance must be explained against its associated context.

To best evaluate the significance and eligibility of the subject property, the following contexts have been developed for both the individual property and the surrounding neighborhood for which it is a part of. The city's 2014 "City of South Pasadena Citywide Historic Context Statement" forms the basis for this report and has been tiered to best apply to evaluating the property.

5.1 South Pasadena Incorporation, Governance, and Early Residential Development (1888 to 1919)

During the 19th century, the landscape of Southern California saw great change as land surveyors and ranchers began to make their way west. It was during this time that the City of South Pasadena was incorporated in 1988, after the incorporation of the City of Pasadena to the north. South Pasadena's incorporation followed establishment of early governmental and civic institutions along with a growing population. A landscape of orange groves and barley fields transformed into neighborhoods as developers and investors purchased, surveyed, and recorded land subdivisions of various sizes. Transportation related development played a critical role in early South Pasadena growth. Several significant residential tracts were subdivided during the early years of the 20th century, including the Raymond Villa tract in 1901 and the Oneonta Park tract in 1903. Both of these tracts advertised their proximity to the anticipated location of the Pasadena Short Line.

Henry Huntington's arrival to Southern California coincided with his development of a railway system that both created and linked what is today known as Southern California. In 1903, the Pacific Electric Railway built a line running from Los Angeles to Monrovia through South Pasadena along what is now Huntington Drive. This opened up the southern portion of South Pasadena to residents who might like to live in the "suburbs" and work in Los Angeles. At this time, the noted railroad builder, land developer, and collector of art, rare books, manuscripts, and botanical species, played a crucial role in creating what is known as "streetcar suburbs". ***Figure 9*** is a historic photo of the Oneonta Park Junction Station at Huntington Drive and Fair Oaks Avenue, a key rail station for development in South Pasadena, Alhambra, and San Marino.

By 1906, two branch lines were added: The Oak Knoll line to Pasadena, and the Sierra Madre cutoff. South Pasadena was suddenly accessible and became much more desirable as a place to purchase residential property. In 1911, Huntington turned ownership of the Pacific Electric system to Southern Pacific, which

marked a new era in his life that would see him focus on the development of his land in Southern California as well as his own personal collections and estate.

The Oneonta Park tract (1903) in the southeastern portion of the city numbered 172 improvements.



Figure 9. Oneonta Park Junction Station, Huntington Drive and Fair Oaks Avenue, 1915 *source: Los Angeles Public Library*

Developed by Henry Huntington, the tract featured expansive lots with lush landscaping with a variety of ornamental trees. The Huntington Land and Improvement Company designed the tract for the "well-to-do". The Oneonta Park Station was constructed in 1906 and had a ticket counter, newspaper stand, and drinks. A tower with controllers directed the travel of the train lines. The station was demolished in 1951 when operations ceased.

Much of the residential architecture during this period was inspired by the Arts and Crafts movement, which was embraced by artists of every medium. The movement's evolution in Southern California reflected the relationship to the outdoors, to nature, and became an identity for South Pasadena and nearby areas, particularly along the Arroyo Seco. This nature relationship aided the development of a new regional style of architecture became known as the Craftsman style. Local architects Charles and Henry Greene became masters of this style as expressed in Southern California.

Other significant developments in this period included the organization of the Chamber of Commerce in 1909, the growth of the Women's Club, with a new club house built in 1914. The city's population increased to 4,600 by 1910.

5.2 Residential Subdivision, Planning and Engineering (Pre WWII)

The emergence of residential suburbs followed a broad common theme of home and yard integrated together. Subdivided tracts of land are now oriented around the emergence of transportation networks, first rail then the automobile. Early zoning ordinances provided more uniform, controlled restrictions. Engineered street designs became important as automobiles replaced rail transportation.

Suburbanization spurred the growth of population on the edge of cities. In the Southern California region, as population grew substantially, primarily due to growing industries and large migration patterns, a demand for housing and the ideal of nature with community and easy transportation access created conditions for rapid subdivision activity. The American ideal of suburban life in the park-like setting of a self-contained area fueled the aspirations of rising middle income families.

The City Beautiful movement had an impact on suburban subdivisions, landscaping and park-like features helped to create a romantic view of living. Transportation, land use, site development, garden planning, house with yard and garage became the formula. Subdivisions provided specified lot sizes, uniform setbacks and the relationship of dwellings to the street and to each other. Unifying landscape design including features such as gateways, signs, common spaces, tree lined streets, walls, curbs, and specific street patterns were essential.

It is within this context that the Camden Court subdivision is created. Recorded in 1909, advertisements provide an indication of the planning effort that surrounded its creation. ***Figure 10*** is an advertisement for Camden Court lot sales (see ***Exhibit 8*** for an additional advertisement). The Camden Court subdivision was described as unique and attractive, and in the Oneonta Park section of South Pasadena with easy access to Los Angeles. Described as a residential park, large lots, within a grove of orange trees. A Mr. D B Lyons (from Iowa) was listed as the owner, and the ad claims his investment into the tract. The 110-foot-wide boulevard had a handsome parkway. The tract included a small driveway from Oak Street to reach the rear of the large lots making wagon deliveries inconspicuous. Plantings for rare shrubs and elaborate gardens and curbs of crushed granite. A goldfish pond and rustic bridge are listed but not seen today. The Oak Street entrance was defined with stone gates and is enclosed with an ornamental concrete fence and iron railings. The landscape design was done by R. W. Latham, a local landscaper. All residences were to be set back uniformly at 35 feet from the walkway.

Display Ad 261 -- No Title
Los Angeles Times (1886-1922); Feb 27, 1910; ProQuest Historical Newspapers: Los Angeles Times
pg. VI7

OPEN FOR YOUR INSPECTION, TUESDAY MARCH 1st.

CAMDEN COURT

SOUTH PASADENA

Combining all the features of an ideal home spot.

Exceeds in beauty, in adornment, in exclusiveness, in location, all other previous offerings.

IN A CLASS BY ITSELF.

25 minutes from business center of Los Angeles; 7 minutes from Pasadena.

AMIDST THE GOLDEN ORANGES

ANNOUNCEMENT

In this superb plat there are but eighteen large lots. They vary in size from a half to three-quarters acre. Each is equally desirable in points of location, outlook, etc. No street, driveway, Park or Parking is dedicated to public use. Everything within the plat is to be owned and controlled by residents therein. No electric or telephone poles will ever deface the central street or park. Conduits for electric wires have already been laid. No delivery wagons, peddlers, milk wagons or the like will be permitted except on the private driveway provided therefor, touching the rear of every plot. Building restrictions ample yet not prohibitive.

We will not attempt here to mention at length the splendid view, the transportation facilities, the environs, the orange trees, etc., etc. Instead we confine ourselves to the following brief, earnest statements of fact, which may be construed in part as a gentle warning to act promptly.

Camden Court is its own best advertisement. For this reason repetition of its charms and desirability will not be frequent. If interested, it will be wise to investigate and decide the question of purchase, with reasonable promptness.

While improvements are not quite completed and the crowning glory is yet to come, the pressure to permit inspection has become too great to longer withstand. On and after March 1, therefore, prospective buyers will be given every attention.

Full information may be had at either our Los Angeles office—Suite 701-702 W. P. Story Building (Sixth and Broadway) or at the office on the tract, in charge of our Mr. Jay M. Love.

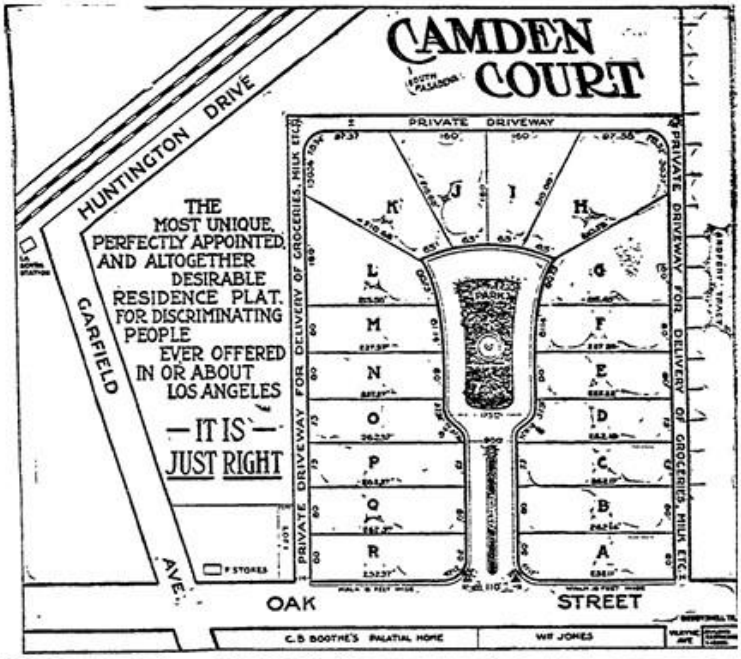
To reach the property, take either of the following cars at Pacific Electric Station, or anywhere on Main street.

Pasadena Via Oak Knoll Monrovia Glendora Sierra Madre

Get off at La Senda Station. From Pasadena, take Oak Knoll car direct. Or any short line car with transfer at Oneonta Park Junction (about six blocks distant).

Plots range from $4000 to $5500 each at opening prices. These will soon be increased. Liberal terms to home builders. The owners reserve the right to reject offers of the full price for lots at their discretion.

LYONS DIVIDENDS COMPANY
(OWNER)
D. B. LYONS, President.
Suite 701-702 Story Bldg. Phones F5533; Main 1727.
Branch Sales Offices. Camden Court, J. M. Love, Agt. Phone 39801.
Listener Bldg., Room 215; Phone F1209; Farnsworth Bros. Agents.



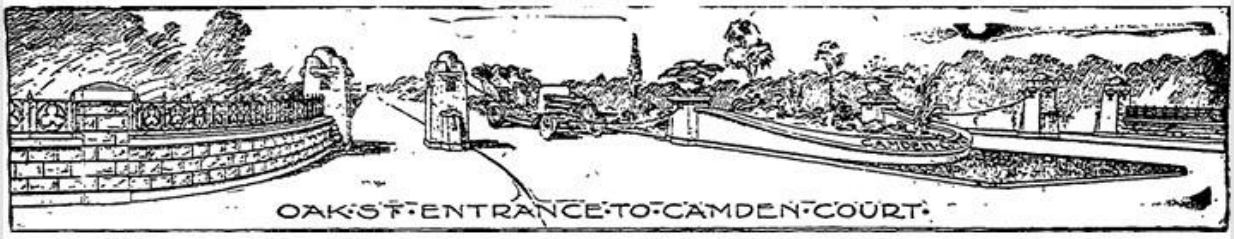


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Figure 10. Advertisement for Camden Court Lot Sales, February 27, 1910

source: Los Angeles Times

The original 18 large lots had outlooks to be owned and controlled by residents. A central street and park were placed in the middle. Ample building restrictions were listed but characterized as not prohibitive. The ad includes an illustration of the lots and park and the entry gates with markers. Some of which remain in portions. The ad mentions an office on the tract but no information was found to indicate its existence. The tract was easily reachable by the Pacific Electric Station at La Senda and Oneonta Park Junction, six blocks away.

5.3 1920s Residential Development in South Pasadena

By the 1920s, the character across the city largely resembled a prominent single family residential neighborhood. During this period, the city lacked an extensive commercial and industrial base, but did have a library, parks, and public schools. Although historians cite the 1920s as a period of growth and prosperity for South Pasadena, the decade also marked a time of transition and modernization. The city's long-held identity as a single family community was challenged as development pressures and population increases encouraged a call for greater density in zoning. During this period, the community struggled with the issues around growth.

Early improvements in this decade focused on conservation of open spaces and creating public parks. Garfield Park was created in 1920. In this period, voters approved bond measures for parklands and civic buildings. In 1923, the city adopted a comprehensive zoning ordinance to guide growth while allowing for multifamily and commercial development. In the mid 1920s, public works projects were expanded serving a growing population. The Oneonta and Las Flores Elementary schools opened in this period. Architecture in South Pasadena in the 1920s reflected the larger trends taking shape in California. The Arts and Crafts movement has largely fallen out of favor by the end of World War I, replaced by an eclectic array of period revival styles. Residential development continued primarily among neighborhoods subdivided in earlier periods. Subdivision activity continues with at least 56 tracts being recorded in the 1920s. ***Figure 11*** is a more recent (1937) historic photograph of the Oneonta Park Junction Station showing further growth in the southern area of the city.

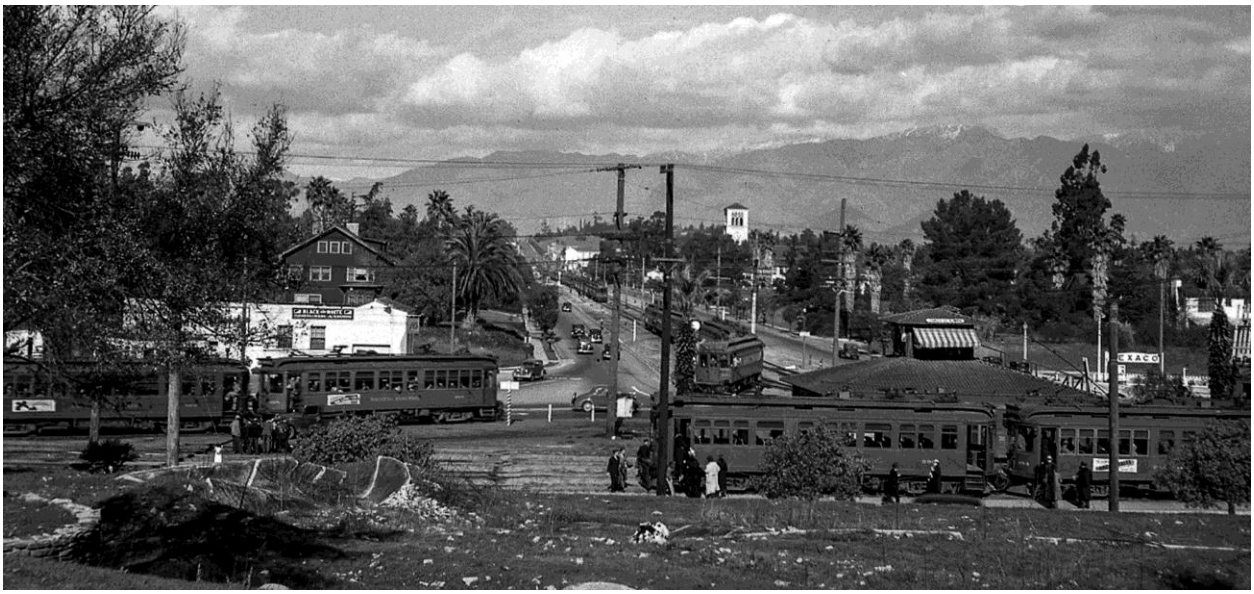


Figure 11. Photo of Oneonta Park Junction Station, Huntington Drive and Fair Oaks Avenue, 1937 *source: Water and Power Associates*

5.4 Craftsman Architecture

The subject property was classified as "Craftsman Cottage" in the 2002 Survey. This report continues to classify the architectural style as such. Although technically not a proper category for the Craftsman style since the term cottage simply means a small residence. To better understand the Craftsman style of the home, a context has been developed. The city has architectural style guides and descriptions contained in various surveys, context statements, and design guidelines that have been referenced in evaluating the property.

The Craftsman style was influenced by the simpler designs found in England's Arts and Crafts movement of the late 19th century, and California architects were able to develop the style into something that combined tradition with modernity. Designed to be efficient with modern conveniences. The homes were intended to relate in scale and color to the surrounding landscapes, incorporating use of natural materials both inside and outside. The Craftsman style developed well in Southern California with the warm climate and availability of land. Architects Green and Green arrived in California in 1888 and envisioned a design for a home that has a direct relationship to its natural surroundings. They opened a Pasadena office in 1894. There are noted homes in South Pasadena designed by Green and Green.

Figure 12 is one of the many examples of the Craftsman style found in South Pasadena. Marked by fine craftsmanship, features like porches and pergolas give it a strong relationship to surrounding gardens and the outdoor environment. In addition to its affinity with its surroundings, the homes were also designed to exist in clusters relating to each other in scale, massing, and texture. Importantly the Craftsman style was applicable to homes of modest sizes. By the end of WWI, prefabricated and mass-produced Craftsman

homes were available from catalog companies. The cozy human scale bungalow became a staple for suburban development for decades.

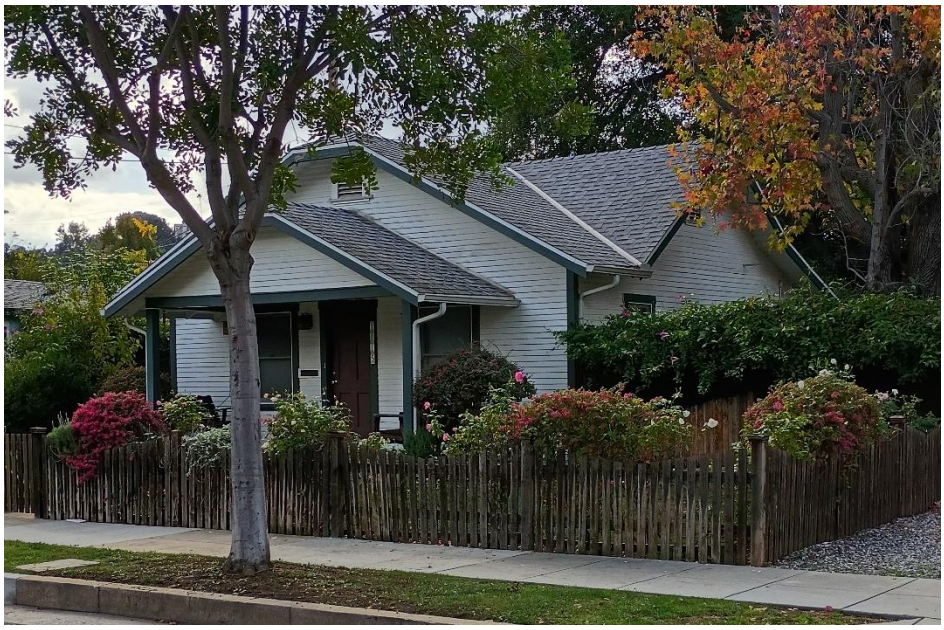


Figure 12. Example of Craftsman Style Architecture in South Pasadena

source: Willdan

The Craftsman form is generally overshadowed by its roof and subdued in color, placing an emphasis on the horizontal within its surroundings. The Craftsman form is restrained in style with low slung broad proportions. The house plan places an emphasis on massing, and the plan works well both symmetrically and asymmetrical, most are one or two stories, with a rectangular footprint. The style has long low sweeping gable roofs with the gable end usually placed perpendicular to the street. The lower gable often covers the open porch and a larger gable covers the main portion of the house. The roof features wide overhangs and is expansive, sometimes decorative beams are found at the ends of gables. Craftsman homes are often designed with a front porch characterized as full or partial in width. Porch piers are often decorative and sometimes constructed of stone or brick and emphasize the porch area. Rafter tails are sometimes decorative.

Craftsman style homes are often constructed with a wood frame from natural or rustic materials and have a stone foundation. The exterior is often clad in horizontal wood siding or pattered shingles. Doors are often prominent and windows are often arranged in groupings. Windows are most commonly double or single hung with a pronounced profile and wood framing. Architectural details are found often in the use and application of wood and other natural materials.

6.0 ARCHITECTURAL AND SITE EVALUATION

The home was built in 1925 in a minimal Craftsman style and was classified as "Craftsman Cottage" in the prior 2002 survey. The 2002 survey listed a few properties in South Pasadena with the "Cottage" description added to a primary architectural style, presumably because of smaller than average size. The following describes the site and buildings, features, alterations and integrity for 1806 Camden Avenue. ***Exhibit 9*** contains a series of photographs of the subject property to better understand its architecture and site features.

6.1 Streetview, Landscaping, and Site Features

The house sits at the extreme rear of the lot with less than four feet of separation from the block wall that separates the parcel from the neighboring home to the rear. The home is obscured from view due to its placement on the lot and extensive vegetation. At 686 square feet, one story, and low-pitched roof, a side entry, it appears to be purposely obscured from the street and public environment. Sitting toward the front of the lot but behind the prevailing setbacks of the neighboring homes, is the 1972 constructed two-car garage. The stucco clad side wall of the garage is the most visible built feature on the parcel. The arrangement looks to disassociate with the surrounding properties in both its use as a garage and its lack of features, style, and architectural details. It appears to represent a "blank wall" to the public view points. The wide overhead aluminum garage door opens to the side. ***Figure 13*** shows a view of the property from the sidewalk showing the side of the garage. The parcel has a concrete driveway leading from the street to the front of the house with apron-like pads that widen the driveway. It gives the appearance that there may have been some type of auto or front entry on this street facing façade or originally constructed as a garage but converted to a house, but there is no evidence for this scenario.



Figure 13. Sidewalk view of Subject Property from the South

source: Willdan

The parcel is heavily wooded, much of it overgrown vegetation. There are both native and ornamental remnants of former plantings. A grass lawn area covers the front portion of the parcel, in front of the chain link fence and metal gate. Heavy vegetation is found along the north side of the parcel. A deep side yard is located along the north side and is separated by a block wall and wooden gate. A wooden gate is also found at the other side of the house.

6.2 Architectural Style, Plan, Orientation, and Details

The subject property was built in the Craftsman style of architecture, principally due to its wood lap siding, wood windows and doors, rafter tales, overhanging eaves and low-pitched roof. These features are deemed character-defining. The home was also built during the Craftsman period but toward the end of the period. Because the original construction permit does not exist with the city or the **C**ounty Assessor, it is difficult to better understand its origina**l** design and purpose.

Although there is no evidence in the records, it appears that the home may have been a “kit home”, a very popular form of development in the early 1920s, in areas within and surrounding South Pasadena

and the greater Southern California area. These homes were purchased to be easily and quickly built on the average subdivided lot, rapidly appearing in South Pasadena and other areas in the early 1920s and could be built by one or two people with limited skills. Although some “kit homes” have grand**er** designs, most were modest for ease of construction and lower costs.

The roof is low pitched and broad covering the square shaped house. The roofline is accented by blue painted eaves. Rafter tails are characteristic and are minimal in shape, placement, design, and detailing. The house is clad in horizontal wooden lap siding on all four sides and is characteristic of the Craftsman style. The foundation is concrete and slightly raised.

Figure 14 shows the front of the house with two windows, and the front facing gable peak with rafter tail. Both windows have an aluminum canopy. The window to the left has wooden shutters. The window to the right is the bay window added in 1947. It has a wood profile overhang and is in three parts. It is unknown what the appearance of the front before the bay window addition. It may have been a window similar to the other front window. A wooden shelf-like feature sits at the lower portion of the bay window. The bay window does appear to be an addition due to the limited spacing below the roofline and limited vertical spacing to the corner of the house.

The front entrance to the house is at the side, facing the north. It is a simple, unadorned opening with a paneled wood door. There is no definable porch, but the entry steps/floor is minimally designed and constructed in a brick pattern with edging. A broad aluminum canopy covers the front door, sitting low. A brick fireplace chimney is located to the left of the front door, but does not appear to be functional, and may not be original. The house’s rear wall contains a back door with a concrete platform that is insufficiently distanced from the property’s block wall.



Figure 14. Front View of House, Details
source: Willdan

6.3 Alterations and Additions

According to building records with the city and County Assessor, the major alteration to the house was the addition of the bay window to the front, street facing façade. This was likely done in 1947 and in conjunction with a permitted bedroom addition. The design of the bay window also appears to have been an attempt to modify the home's style to be more like other homes being built in the post-World War II styles, like the Minimal Traditional style.

Figure 15 shows the lower portion of the bay window with a brick foundation serving as a base. The addition, placement and spacing of this window addition changes the balance of the square shaped house, likely constructed with limited features. The majority of windows have been replaced with aluminum sliders, although the openings appear to remained unchanged. The bathroom window at the side appears to be original, constructed of wood with a characteristic framed opening. The front side window at the south elevation appears to be a modern window replacement ill attached to the original wood frame. The

wood siding appears to be completely original and generally in good condition. Wood window framing and sills appear to be original.



Figure 15. View of Lower Half of Front Bay Window

source: Willdan

6.4 Integrity

To be listed on the National Register of Historic Places (or other register program including South Pasadena), a property must not only be shown to be significant and meet applicable criteria, but it also must have integrity. Integrity is the ability of a property to convey its significance. Integrity is defined in prior surveys and context statements as well as in the Cultural Heritage Ordinance. It is also widely used in identifying historic resources at all levels. The evaluation of integrity must be grounded in an understanding of a property's physical features and how they relate to its significance. Historic properties either retain integrity (convey their significance) or they do not. Within the concept of integrity, the National Register criteria recognize seven aspects or qualities that, in various combinations, define integrity and include:

1. Location
2. Design
3. Setting
4. Materials
5. Workmanship
6. Feeling
7. Association

Often an evaluation of integrity follows a finding that the property meets the criteria and found to be significant. For this property, integrity has been conducted since it was built during the original Camden Court period and was previously surveyed and listed as a contributor to the Camden/Court historic district.

Based on this report, the property was found to have insufficient integrity. It meets only the "1. Location" and "2. Setting" aspects. Properties should meet most or all aspects to have integrity. The following describes why the property does not meet the integrity test.

ASPECT	1806 CAMDEN AVENUE EVALUATION
Location: *Location is the place where the historic property was constructed or the place where the historic event occurred. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons.*	The house is located in its same original place using historic Sanborn maps for comparison. There was no garage to the house originally.
Setting: *Setting is the physical environment of a historic property. It refers to the historic character of the place in which the property played its historical role. It involves how, not just where, the property is situated and its historical relationship to surrounding features and open space.*	The house retains its original setting with the Camden Court neighborhood surrounded by stately homes of all sizes, some single story and some two stories. The landscaped setting of the parcel and the neighborhood are consistent with the original design of the neighborhood.
Design: *Design is the combination of elements that create the historic form, plan, space, structure, and style of a property. This includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.*	The design of the house is simple, more utilitarian than residential. It has few Craftsmen character-defining features and is absent of a defining porch or portico entry, characteristic of the style. It may have been a "kit house" with minimal details and no ornamentation.
Materials: *Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. If the property has been rehabilitated, the historic materials and significant features must have been preserved.*	The home maintains its original wood siding and rafter tails. A majority of the windows have been replaced with more modern aluminum varieties and have significantly changed the look and feel of the house given so few character-defining features. The bay window addition has changed the original simplistic design of the square-shaped house.
Workmanship: *Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is the evidence of artisans' labor and skill in*	The house is likely a "kit house" in its very simplistic form. It was not intended to exhibit design details and skilled workmanship, but to be more functional. The home lacks the quality seen

constructing or altering a building, structure, object, or site. It may be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing.	in detailing features of Craftsman homes even the most simplest in design.
Feeling: *Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character.*	Because of the home's original simplistic design and minimal features, in addition to alterations over the years, it does not convey a feeling of historic association to the neighborhood. The front entry is lacking definition, only highlighted by the brick floor/steps.
Association: *Association is the direct link between an important historic event or person and historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer.*	The layout of the house and garage, particularly their side entries disassociate the property with Camden Avenue, and the overall Camden Court neighborhood. It has no clear orientation and spatial relationships with its neighbors. It reads as a property that does not want to be seen compared to the other homes in the neighborhood or in South Pasadena in general. The addition of a garage, out of scale with the house, and poorly integrated within the parcel. Its feature-less massing has no relationship to the street other than easy access.

7.0 HISTORIC DISTRICT EVALUATION

7.1 Prior Survey (2002)

The property was previously included in a larger, City of South Pasadena, historic resource survey conducted in 2002 by PCR Corporation. This prior survey identified a potential historic district, significant at the local level, known as "Camden/ Court District". A description of the district is included below (see ***Figure 16***) and the completed DPR form is attached as ***Exhibit 3***. A boundary map of the district is shown above as ***Figure 5***. The DPR form was completed on a 523A Primary Record intended for individual properties. A 523 District Record was not completed. There is no stated period of significance, significance statement, boundary justification, or designation of contributors versus non-contributors. The year built for approximately 33 properties is not included.

name

Camden/Court District

description

This charming neighborhood is located south of Oak Street and north of Huntington Drive, off Camden Parkway.· It is comprised of approximately 33 contributing properties most of which are focused around a small, landscaped park area. The northern portion of this court was developed on the Camden Court Tract with lots averaging 75 feet by 220 feet. The southern portion of this neighborhood was developed on Tract No 1091 and Tract No. 1017 with most lots measuring 50 feet by 135 feet. The Camden/Court district is characterized by one- and two-story, single-family residential structures designed in the Craftsman style. There are also examples of the Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles in the area. The central park is landscaped with a variety of full and mature shrubs and trees, including Canary Island Palms. A small island with the words "CAMDEN COURT" spelled out on a sign wrapped around a tree is located at the north end of the parkway at Oak Street.

Figure 16. Description of the Camden/Court (Surveyed) Historic District

source: City of South Pasadena/PCR Corp, 2002

The list of addresses includes an architectural style classification and a State Status Code. There is no integrity finding for any of the properties listed. Because the boundary map encompasses more properties than listed, those within the boundary and not included among the 33, were likely deemed non-contributors, but this is not clear from the survey report. Some homes were built in more modern eras, but some were built in the 1920s and 1930s with good integrity but not listed. Therefore, it is not understood the role the property has within the district.

The city conducted a more recent survey in 2017, completed by Historic Resources Group, but that survey did not include the Camden/Court potential district or any of its properties. It carried forward the information from the 2002 survey and the subject property remained listed on the inventory.

7.2 Report Re-Survey (2025)

To better understand the status of the property within the district, a limited district survey was conducted in November 2025 because the prior 2002 survey did not provide enough information for evaluating historic resources. Additionally the prior survey is beyond its useful age, State Status Codes have since changed twice, and changes to properties and the environment could be expected, additionally physical conditions typically change over this length of time and regulations and evaluation standards could change over time, therefore it was found necessary to conduct the Camden/Court district re-survey for the purpose of understanding if historic resources exist. The re-survey does not evaluate for National Register or California Register districts, only a historic district under the local ordinance. Additionally, it does not provide all the information needed for an intensive-level survey and does not serve as an application for the historic district designation process under the local ordinance.

The re-survey of Camden/Court is intended to provide more evidence of its eligibility as a local historic district and to distinguish between contributors and non-contributors. The re-survey includes all properties within the original Camden Court subdivision from 1909, the subsequent Camden Court modification in 1911, and the southern extension of Camden Court also in 1911. Together these three subdivisions create a distinct neighborhood designed around a park-like environment with both large and small homes built in the various distinctive architectural styles of the period. The properties all contain a landscape design and are oriented toward the street or are public facing. Their front entry is distinct, and the setbacks are consistent and unifying. Street trees and features create a sense of place. The historic markers of the area are distinct.

Table 7a is a listing of all the properties in the northern section of Camden Court and ***Table 7b*** lists all the properties in the southern section which contains the subject property. This boundary includes 50 properties. A larger number than what was included in the prior survey. It appears that the prior survey focused on single family homes built between 1909 and 1936, the stated construction dates on the DPR Primary Record. There were a few homes from this report survey conducted in this period that do not show up on the list from the 2002 survey.

The survey lists the year built and property size based on information from the Los Angeles County Assessor. It lists architectural style based on the prior survey. For properties not included in the prior survey, the architectural style assigned follows style guides used in South Pasadena. The key information

in this report survey is the classification of contributors and non-contributors. Contributors are defined in National Register guidelines and the South Pasadena Cultural Heritage Ordinance and are widely used in historic district surveys and designations at all levels of government.

Contributors to the Camden Court District are those built in the period of significance which starts in 1909 when Camden Court was first subdivided and ends in 1945, at the end of the World War II period. It includes all property uses. It only includes those properties built in the period with sufficient integrity. Many of the properties in Camden Court have retained their integrity. Many properties have been altered over the years, many of the changes were minor or occurred to areas not seen from the street. A few have been altered where the original design has been compromised and a more modern style can be seen, but in those cases, the essential form and features and original architectural style is distinguishable. Those properties were classified as contributors. Non-contributors include properties built after 1945, parking lots, vacant lots, and properties built in the period of significance but have poor integrity or that do not conform to the key unifying characteristics of the district.

Based on the survey work in this report, Camden Court was found to be an eligible local district under the criteria of the local ordinance. This report provides key information lacking in the reconnaissance 2002 survey. The boundary of the eligible district is slightly larger than the 2002 survey boundary since it is based on the original 1909 Camden Court subdivision and its modification and expansion. It is unified by the design of the subdivision, the orientation, size of lots, its park center and landscape design, streetlamps, and entry markers. ***Figure 17*** shows the focus of the subdivision around a central park. ***Figure 18*** shows development widely completed by the 1940s. ***Figure 19*** shows the boundary of the eligible Camden Court District surveyed for this report.



Figure 17. Panoramic View of Camden Court Entry with Park in Background
source: Google Maps

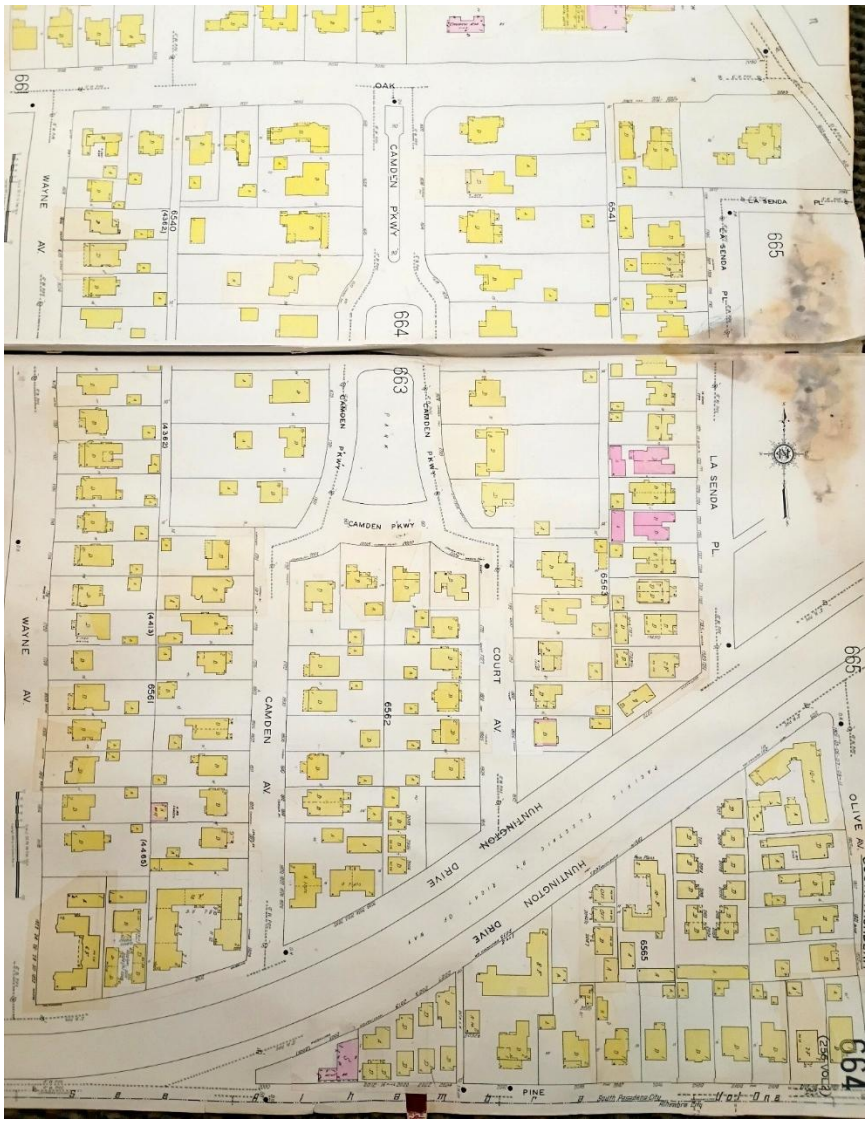


Figure 18. Sanborn Map with Subject Property and Surroundings, 1930 updated

source: Sanborn Fire Insurance Company, City of South Pasadena



Figure 19. Boundary of Camden Court Historic District

source: Base Map, Los Angeles County Assessor

The re-survey included site visits to the neighborhood along with a photographic survey of all properties and features. Survey work was done from the public rights of way. No research was conducted on individual properties, other than what is publicly available from the Los Angeles County Assessor. The fieldwork included a superficial integrity analysis using a general rating system. A period of significance was identified as 1909 to 1945, when the tract was largely built out. Contributors and non- contributors were identified.

For each property the focus was on built resources. Features, secondary structures and landscaping were not considered. Properties and features within the district were not evaluated individually for eligibility as individual potential historic resources at the local, State, or National level. For example, a non-

contributor within the district could be eligible for other registration programs. Similarly, a contributor could or may not be eligible for other registration programs.

The subject property was found to be non-contributor to the eligible Camden Court district. Although it was built in the period of significance, it lacks distinction and does not conform to the pattern of development that conveys the history and development vision of Camden Court. In addition to lacking integrity as documented above in this report, its extreme setback, lack of distinguishing character-defining features of the Craftsman style, a garage addition found closer to street, and inconsistent layout in building placement and landscaping compared to surrounding properties and contributing properties in Camden Court overall, make it ill integrated.

The rear placement of the home is made more extreme and non-conforming with a side entry, not seen from the street, particularly since it is behind a fence and gate. The street facing façade was altered likely in 1947 giving it the appearance of a more traditionally designed side elevation. The garage at the front of the property is large in relationship to the home to the rear and is utilitarian, lacking in style, covered in stucco, and has no features. The overhead garage door faces the side of the lot, additionally disassociating the relationships of built structures to the streetscape of the neighborhood. The landscaping is segmented across the lot and does have a discernible design.

The following is a summary of the survey data.

Total number of properties:	50 (100%)
Total number of contributing properties:	42 (84%)
Total number of non-contributing properties:	8 (16%)

In summary, this report confirms that Camden Court is an eligible local district, consistent with the reconnaissance 2002 survey but with a more precise boundary and period of significance, and lists properties as contributors or non-contributors. This report, however, is not in agreement with the status of the subject property which appears to have been classified as a contributor in the 2002 survey. This report finds that the subject property at 1806 Camden Avenue is a non-contributor, primarily due to insufficient integrity and a lack of design in structures, layout, and landscaping, consistent with the planned and executed development of Camden Court in the 1909 to 1945 historic period.

TABLE 7a

Historic District Survey Results (Camden Court Entry/Northern Section)

source: Willdan

ADDRESS	YEAR BUILT/ EFFECTIVE YEAR BUILT	SQUARE FOOTAGE/LOT SIZE	ARCHITECTURAL STYLE (USE)	CONTRIBUTOR (C) OR NON-CONTRIBUTOR (NC)
2015 Oak Street *	1924/1928	2256/11040	English Inspired	C
2021 Oak Street *	1928/1955	3055/8800	Spanish Colonial Revival	C

2035 Oak Street *	1928/1951	3616/12008	Spanish Colonial Revival	C
1602 Camden Parkway *	1913/1925	3868/12320	Mission Revival Influence	C
2061 Oak Street *	1964/1964	1998/8160	Modern	NC (Outside Period)
1609 Camden Parkway *	1927/1950	3068/12160	Colonial Revival Influence	C
1615 Camden Parkway	1912/1938	4704/20700	Craftsman	C
1619 Camden Parkway	1936/1963	3526/18375	Tudor Revival	C
1629 Camden Parkway	1921/1925	2792/16000	Craftsman	C
1701 Camden Parkway	1924/1948	3981/17415	English Revival	C
1707 Camden Parkway	1988/1988	3760/16400	Contemporary	NC (Outside Period)
1608 Camden Parkway	1923/1940	2499/20960	Early Ranch	C
1614 Camden Parkway	1913/1935	3562/19650	Craftsman	C
1618 Camden Parkway	1927/1960	2660/15000	Spanish Colonial Revival	C
1628 Camden Parkway	1923/1995	3296/18160	English Inspired	C
1700 Camden Parkway	1936/1954	3534/15600	Late Colonial Revival	C
1706 Camden Parkway	1947/1969	4300/17600	Streamline/Regency	C

Notes:

* Not listed in 2002 Survey

TABLE 7b

Historic District Survey Results (Camden Court Extension/Southern Section)

source: Willdan

ADDRESS	YEAR BUILT/ EFFECTIVE YEAR BUILT	SQUARE FOOTAGE/LOT SIZE	ARCHITECTURAL STYLE (USE)	CONTRIBUTOR (C) OR NON-CONTRIBUTOR (NC)
1711 Camden Ave *	1989/1989	3104/8640	Contemporary	NC (Outside Period)
1717 Camden Ave *	1938/1938	1657/6750	English Inspired	C
1723 Camden Ave	1921/1940	2352/6750	Craftsman	C
1725 Camden Ave	1912/1960	2372/6750	Craftsman	C
1803 Camden Ave *	0/0	0/6750	(Vacant Lot)	NC (Vacant Lot)
1807 (1805) Camden Ave	2300/0	1923/1960	Spanish Colonial Revival (Duplex)	C
1811 Camden Ave	1909/1920	2211/6750	Craftsman	C
1815 Camden Ave	1912/1916	2561/6750	Craftsman	C
1819 Camden Ave	1912/1939	2313/6750	Craftsman	C
2012 Huntington Dr *	1930/1930	13683/21666	Spanish Colonial Revival (Multi Family Residential)	C
1822 Camden Ave *	1916/1916	4202/0	(Multi Family Residential)	C
2036 Huntington Dr *	0/0	0	(Parking Lot)	NC (Parking Lot)
1812/1814 Camden Ave *	1924/1925	2084/0	English Revival (Duplex)	C
1810 Camden Ave	1912/1927	2544/6800	Colonial Revival/Craftsman	C
1806 Camden Ave	**1925/1925**	**686/6800**	**Craftsman Cottage**	**NC (Integrity)**
1800 Camden Ave *	1940/1942	1424/6800	English Inspired/Colonial Revival	C
1722 Camden Ave	1921/1921	1236/6800	Craftsman	C

2014 Camden Parkway	1911/1918	3206/10087	Colonial Revival	C
2018 Camden Parkway	1933/1933	2787/9840	Spanish Colonial Revival	C
2022 Camden Parkway	1924/1934	1650/9840	Spanish Colonial Revival	C
2026 Camden Parkway *	1938/1938	1306/4940	English Inspired/Minimal Traditional	C
1721 Court Ave	1929/1929	2244/5082	Spanish Colonial Revival	C
1727 Court Ave	1916/1925	2575/6800	Craftsman Influence	C
1801 Court Ave	1912/1945	2083/6800	Craftsman	C
1805 Court Ave	1911/1920	2520/6800	Craftsman	C
1809 Court Ave	1912/1950	2002/6800	Craftsman	C
2044 Huntington Dr	1987/1987	6850/0	Modern (Commercial Office)	NC (Outside Period)
Court Ave & Huntington Drive (Parcel 018)*	0/0	0/0	(Vacant Lot)	NC (Vacant Lot)
1806 Court Ave	1912/1912	2340/6426	Colonial Revival	C
1800 Court Ave	1911/1917	2020/6750	Colonial Revival	C
1724 Court Ave	1935/1935	1552/8370	Spanish Colonial Revival	C
1718 Court Ave	1923/1923	2082/8505	Colonial Revival/Craftsman	C
1714 Court Ave	1920/1929	2544/11070	Colonial Revival	C

Notes:

* Not listed in 2002 Survey

8.0 SIGNIFICANCE AND ELIGIBILITY FINDINGS

This report is an assessment of the property's eligibility as a "Landmark" under the ordinance, in addition to the criteria of the National Register and the California Register. Also, a historic district eligibility finding is being made, as well as a CEQA finding for the existence of historic resources.

8.1 South Pasadena Historic Resources, Landmarks and Historic Districts

Criteria and standards for the designation of landmarks and historic districts shall include any or all the following, as applicable (SPMC Section 2.63(b)):

(1) Its character, interest or value as a part of the heritage of the community;

1806 Camden Avenue: NO.
The property does not have interest. It is very simple in design and construction, lacking even a minimal level of architectural detailing to classify it clearly as Craftsman in style. The lack of a defined front entry, key in the Craftsman style, either symmetrical or asymmetrical, is missing.

Camden Court District: YES.
The Camden Court subdivisions are unified in design and developed with large and small lots oriented around public park-like features and public spaces.

(2) Its location as a site of a significant historic event;

1806 Camden Avenue: NO.
The property is not within a site where any significant historic event took place. It represents the residential development on one lot within the Camden Court subdivisions.

Camden Court District: NO.
There are no significant historic events associated with the development of Camden Court.

(3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;

1806 Camden Avenue: NO.
Research conducted on the people most closely associated with the subject property, the married couple that built and owned the home originally, revealed nothing

considered noteworthy for either person. The husband, William J. Brizius, was a dentist in Los Angeles, having graduated in 1903. There is no evidence that he contributed to his field of specialization or made a noteworthy advancement to dentistry.

Camden Court District: NO.
There was no information about D. B Lyons indicating his significance as a land developer in the region. R. W. Latham is listed as responsible for landscape. Neither are listed in the South Pasadena Context Statement of persons of importance.

(4) Its exemplification of a particular architectural style of an era of history of the city;

1806 Camden Avenue: NO.
The property does not represent the Craftsman style of architecture well. It does provide an example of the style in its most simplistic form, but a series of alterations have changed what was likely a simple basic design.

Camden Court District: YES.
The Camden Court subdivisions taken together represent a very significant collection of architectural styles from the period, 1909 to 1945. It contains fine examples of the Craftsman style, in addition to the Spanish Colonial Revival style, and the Colonial Revival style. There are both single family homes and apartment buildings in their well preserved styles.

(5) Its exemplification of the best remaining architectural type in a neighborhood;

1806 Camden Avenue: NO.
The property is an example of a very simple dwelling with few character-defining features. Its alterations have compromised its simplistic design. As a "Craftsman Cottage", there are other better examples without compromising alterations.

Camden Court District: YES.
The Camden Court subdivisions represent some of the City's finest examples of its diverse collection of residential architecture. Other than a few homes, the overwhelming majority have not been altered and retain their integrity.

(6) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;

1806 Camden Avenue: NO.
The property is not associated with any person or persons seen as influential to the heritage of South Pasadena or beyond.

Camden Court District: NO.
The persons associated with the planning and development and financing of the Camden Court subdivisions have not been influential in the heritage of South Pasadena or beyond.

(7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;

1806 Camden Avenue: NO.
The house is likely a "kit house" or was constructed based on simplistic or possibly no plans at all. It exhibits construction in its most simplistic form at the time; however, a series of alterations have obscured the original design of the home.

Camden Court District: YES.
The Camden Court subdivisions contain a development pattern in architecture, planning, and landscaping considered outstanding. Special attention was given to the features of the area. The rich collection of architectural styles are well represented throughout the neighborhood. The park-like setting is exemplary in a residential subdivision.

(8) It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;

1806 Camden Avenue: NO.
The property disassociates from its surroundings due to its non-conforming placement of built structures and indistinguishable front facing architectural features which are prominent among other homes in the neighborhood.

Camden Court District: YES.
The Camden Court subdivisions represent a distinctly, well designed neighborhood with lots of various sizes arranged around a landscaped park, median, and streets. Entry markers, walls, and lampposts, add to the feeling of a cohesive, unified residential area.

The fine examples of various architectural styles combine well with both small and large examples, in addition to multifamily examples.

(9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;

1806 Camden Avenue: NO.
The property does not represent the area's residential pattern of development very well. Its odd placement of structures in relationship to public views interrupts the consistent pattern of development characteristic of the neighborhood and other areas of South Pasadena.

Camden Court District: YES.
The Camden Court subdivisions, particularly the entry marker, and center park, are a unique feature not found in many residential tracts within South Pasadena or neighboring areas.

(10) Its potential for yielding information of archaeological interest; or

1806 Camden Avenue: Not Applicable.

Camden Court District: Not Applicable

(11) In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction.

1806 Camden Avenue: Not Applicable.

Camden Court District: YES.
The Camden Court subdivisions comprise a well- designed and executed residential area, distinct particularly because of landscaping, physical features, and the well-designed homes built in a vast array of architectural styles. Together both the public and private realms of the neighborhood are exemplary and outstanding.

8.2 National and State Historic Resources

The property is being evaluated against the criteria of the National Register and the California Register. The property does not meet the criteria as stated below.

Criterion 1: Is associated with events that have made a significant contribution to the broad pattern of California's history and cultural heritage.

1806 Camden Avenue: NO.
There is no evidence that the property is part of an event significant to the patterns of development in the State and Nation.

Criterion 2: Is associated with the lives of persons important in our past.

1806 Camden Avenue: NO.
There is no evidence that the persons most closely associated with the property made important contributions to the State or Nation.

Criterion 3: Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

1806 Camden Avenue: NO.
The property has an ill layout. Built and natural features have no orientation to each other or the neighboring properties. The home is a very simple form of the Craftsman style and has been altered from its original construction.

Criterion 4: Has yielded, or may be likely to yield, information important in prehistory or history.

1806 Camden Avenue: Not applicable.

8.3 CEQA Historic Resources

The subject property does not qualify as a “historical resource” under CEQA since it is not eligible for any of the register programs at the local, State, or National levels and because it is a non-contributor to an eligible historic district.

9.0 CONCLUSION

Based on the research, evaluations, analyses, assessments, documentation and findings contained in this report, the subject property at 1806 Camden Avenue, on its own, was found ineligible for the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program. It was found ineligible for all three registration programs because it does not meet the criteria and does not have the integrity needed to qualify.

In 2002, the property was surveyed and found to be a part of an identified potential historic district known as "Camden/Court". Although the survey did not document contributors versus non-contributors, assess integrity, or provide a context, the subject property was given a State Status Code rating identifying "Camden/Court" as a potential historic district. Additionally, the subject property at 1806 Camden Avenue was given a State Status Code rating listing the property as a contributor to that historic district. This action placed the subject property on the South Pasadena inventory, classifying it as a historic resource. The City's more recent historic resource survey conducted by Historic Resources Group in 2017, did not re-survey this potential district or the subject property. No other survey work on the property has been completed since the 2002 work.

Because the prior 2002 survey was a general reconnaissance level survey versus an in-depth intensive level survey, its scope was limited, particularly since it was a part of a larger survey effort. To adequately evaluate the subject property, a more complete survey was conducted as a part of this report with a focus on local historic district eligibility. A historic district survey for the National Register or California Register was not conducted, considered beyond the scope of this report.

Based on a re-survey of the previously surveyed "Camden/Court", this report found that there is an eligible local historic district known as "Camden Court". The period of significance is 1909 to 1945 and the boundary includes all properties within the originally designed and subdivided Camden Court Tract surveyed and recorded in 1909 and its modification and extension in 1911. This report included a windshield survey of all 50 properties in Camden Court, a general integrity rating, and classification of contributors and non-contributors. The locally eligible, but not designated, "Camden Court Historic District", should be the focus for historic resources.

This report found the subject property to be ineligible as a contributor to the district due to insufficient integrity, despite being constructed during the district's period of significance. Its extreme setback, minimal Craftsman character-defining features, dominant front garage, and lot placement of structures and landscaping oriented away from the street and public spaces, counter to the prevailing development pattern of the eligible historic district which orients homes as front facing and around landscaped streets and park spaces.

Therefore, the property at 1806 Camden Avenue does not qualify as a "Historical Resource" under the CEQA definition. This report provides the "substantial evidence" needed when a prior survey classified the property as a historic resource. The property is not eligible for any historic resource category at the local, State, or National level. However, because the property is within an eligible local historic district, although a non-contributor to the district, any modification and development to the property (infill

development) should comply with the Secretary of the Interior's Standards for Rehabilitation, to help avoid any potential adverse impact on the historic district. Similarly, because the property was found to be a non-contributor to an eligible historic district, the South Pasadena Cultural Heritage Ordinance requires a review of any development proposal to the property, by the South Pasadena Cultural Heritage Commission. The Commission should be guided by standards, guidelines, and common practices for infill development in historic districts.

Exhibits

Exhibit 1

Resume – Juliet Arroyo



Juliet M. Arroyo

Senior Environmental Planner

Juliet Arroyo has 30+ years of experience in urban planning specializing in multimodal transportation planning, environmental review, historic resources, and land use design and standards. She has over 20 years of experience in historic resource assessments and preservation planning and meets the Secretary of the Interior's professional qualifications standards in architectural history. She specializes in historic resource assessments, design review, multimodal transportation planning and design work, and providing environmental review services across California. She has additional experience in grant writing for all disciplines, community outreach and stake-holder engagement for all types of projects. She had experience in ordinance development and zoning code rewrites. She is particularly adept at understanding planning law and compliance with procedural requirements. As part of her work in multimodal planning, she has written numerous grants for infrastructure improvements to the transportation system. She wrote two successful grant applications for Southern California Association of Governments' multimodal transportation planning and manages compliance requirements associated with grant funded projects.

Juliet is often responsible for environmental review compliance for client projects and provides technical expertise in historic resources, CEQA, NEPA, and Section 106. She provides environmental reviews for transportation projects under Caltrans environmental regulations and other local, state, and federal environmental requirements; coordinates technical studies required for environmental review; and manages community and government outreach activities for proposed projects and studies. She provides consulting services to municipal governments and is currently serving on the historic preservation task force as a consultant to the City of San Marino. Her current focus is on rehabilitation and reuse of historic properties for any number of viable uses. She has provided services to non-profit and advocacy organizations. She has prepared over 60 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys. She received an award from the Glendale Historical Society and has been part of the award-winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the APA and the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

Relevant Project Experience

Historic Preservation Officer, City of San Jose – 2018 - 2021

Contract Planning and Environmental Services, City of South Pasadena, CA. Land Use and Historic Planner. Willdan is providing expeditious review of development applications through major project review programs. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; and initial studies under the California Environmental Quality Act and related environmental documents. Willdan provides full-time contract planning services for the City's Planning Division

Planning Services, City of Whittier, CA. Historic Resources Planner. Developed detailed City records responsible for maintaining a history of developmental projects. Lead the entitlement process for commercial and residential projects submitted at the planning counter. Interpreted the municipal code to answer inquiries from the public about land use policies and regulations. Updated City maps and other planning documents to reflect

EDUCATION

MA, Urban Planning, University of California, Los Angeles

BA, Geography, California State University, Fresno

Certificate Coursework in Historic Preservation, University of Southern California

ASSOCIATIONS

California Preservation Foundation

American Planning Association

Highland Park Heritage Trust, Member

Los Angeles Conservancy, Member

Society of Architectural Historians

Glendale Historical Society, Member

Historic Highland Park Neighborhood Council, Vice President

Dance Resource Center of Greater Los Angeles, Board Member

PROFESSIONAL CERTIFICATIONS

Certificate, Historic Preservation, University of Southern California

30+ YEARS OF EXPERIENCE

the active general plan and zoning ordinances. Conducted field research and analysis on current planning issues throughout the City's jurisdiction.

Planning Consulting Services, City of Culver City, CA. Planner. Willdan is providing Contract Project Management Services for the Culver Studios Comprehensive Plan update. Services include comprehensive planning services for project entitlement processing including environmental documentation for residential, commercial, and industrial projects.

Summary of Plan Development and Adoption Experience

Juliet M. Arroyo is currently the principal author of the Old Town Placentia Plan, a comprehensive vision for aiding in the revitalization of the City's original town center scheduled for adoption in December 2016. Work included circulation options, land use options, streetscape design, placemaking, as well as business support and on-going programming. She additionally assisted with the preparation of the Downtown El Monte Main Street Specific Plan which provides for increased residential and commercial mixed-use density around several transit hubs in Downtown El Monte. She has prepared bicycle plans, pedestrians plans, active transportation plans, and safe routes to schools' plans. She has been actively involved in soliciting community input, making the public aware of project plans, and engaging stakeholders to shape plans from beginning to adoption. Prior to the end of redevelopment, she prepared numerous redevelopment plans, and amendments to redevelopment plans. She specializes in bringing circulation, land use, design, and livability into creating special places.

Project Experience

- Old Town Placentia Plan
- Downtown El Monte Specific Plan
- Rosemead Bicycle Transportation Plan
- Baldwin Park Non-Motorized Active Transportation Plan
- Downtown Fresno Redevelopment Plan Merger

Summary of Historic Resource Experience

Juliet M. Arroyo provides services to governmental agencies, developers, property owners, and community groups regarding planning projects and historic resources, specializing in regulations at the local, State, and National levels. Her primary duties include managing projects, providing documentation, and leading research efforts. She has prepared numerous historic resource assessment reports for single property evaluations and conducted reconnaissance level surveys of larger areas. She also provides on-going consulting to owners navigating the development review process. She also provides consulting services to municipal governments and is currently serving on the historic preservation task force as a consultant to the City of San Marino. Her current focus is on rehabilitation and reuse of historic properties for any number of viable uses. She has also provided services to non-profit and advocacy organizations.

She has prepared over 50 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys. She was the historic preservation officer for the City of Glendale for five years and prepared the demolition review ordinance and historic district overlay zone. She implemented the Mills Act incentive program. She was the historic resource peer reviewer for the Los Angeles Unified School District new school program and school rehabilitation program. She has been a private consultant specializing in environmental reviews of historic resources for the past 10 years. She has received a professional award from the Glendale Historical Society and has been part of the award-winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the APA, and

the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

Project Experience

- Consultant for Historic Preservation Planning in the City of San Marino
- Downtown El Monte Specific Plan, Historic Resource Assessment & Survey
- Santa Ana, Section 106 oversight for the Fixed Guideway (Streetcar) Project
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Authored Historic District Ordinance & Demolition Review Ordinance, City of Glendale
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Historic Resource Assessments, Inglewood, Glendale, Los Angeles, Beverly Hills
- Design Review Conformance with Historic Resource Standards, Glendale, Los Angeles
- Historic Resource Survey, Downtown Glendale
- Created Mills Act Incentive Program, City of Glendale
- Grant Author, State Office of Historic Preservation, Glendale Craftsman Historic Survey
- Managed CEQA document preparation and review, LAUSD
- Updated City CEQA Guidelines, City of Glendale

Summary of Multimodal Transportation Planning Experience

Ms. Arroyo has gain expertise in the area of multimodal transportation planning and creating and designing livable communities. She was instrumental in designing a plan to make downtown Baldwin Park more walkable while also meeting the City's objectives for economic development and the State's objectives to reduce GHGs. She was responsible for drafting a circulation plan for downtown El Monte and has developed a few key alternatives for more robust changes. As an accompaniment to her work in multimodal planning, she has also written numerous grants for infrastructure improvements to the transportation system. She wrote two successful grant applications for the Southern California Association of Governments for multimodal transportation planning. She also manages the compliance requirements associated with grant funded projects. Her current focus is on redesigning streets and sidewalks and connecting these public spaces to private spaces.

She is also often responsible for environmental review compliance for client projects and provides technical expertise in the area of historic resources, CEQA, NEPA, and Section 106. She prepares the environmental review for transportation projects under Caltrans environmental regulations, and other local, State and Federal environmental requirements. She coordinates technical studies required for environmental review and manages community and government outreach activities for proposed projects and studies.

Project Experience

- Metro Call for Projects Grant Applications for the Valley Boulevard Shared Bus/Bike Priority Lane
- Draft Circulation Plan for the Downtown El Monte Specific Plan
- City-wide Parking Study in Residential Area, City of Lawndale
- Circulation Element, City of Calimesa
- Bicycle Transportation Plan for the City of Rosemead
- Non-Motorized Active Transportation Plan, City of Baldwin Park
- Funds Management for Transit Center, Baldwin Park
- Prepared Preliminary Environmental Studies, for Caltrans funded projects
- EIR Preparation and Management, Inglewood Promenade, City of Inglewood
- Metro Grant Application for the Rehabilitation of the Azusa Train Depot
- Metro, Transit Oriented Development Planning Grants

Speaking

- Society of Architectural Historians, "A Block in Glendale" (2007)
- Los Angeles Conservancy Preservation Summit, Los Angeles, Ca, Panelist (2003)
- State Office of Historic Preservation, Commissioner Training, Glendale, Ca, Moderator (2003)
- California Redevelopment Association, Stockton and Orange County, Conference Speaker (1997)

Publications

- Book Author, "Early Glendale", Arcadia Publishing (2005)
- Book Author, "Glendale: 1940 to 2000", Arcadia Publishing (2006)
- Book Author, "Glendale in Postcards", Arcadia Publishing (2007)
- Dance Magazine, Various Articles (2005-2007)

Awards

Personal

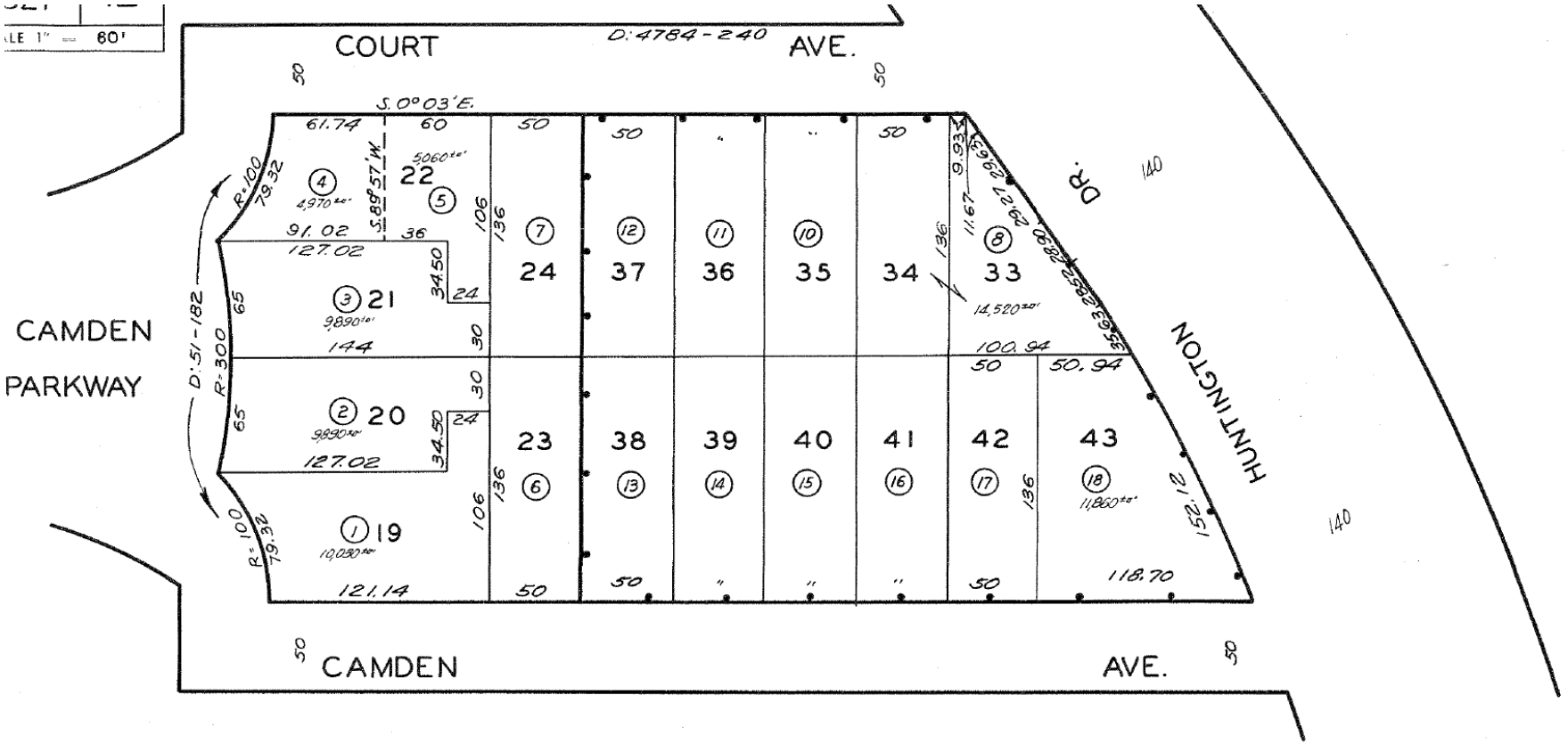
- Academy of Television Arts & Sciences, 2007 Los Angeles Area Emmy Awards, Nominated Juliet Arroyo for "Arts and Culture/History" for the documentary "Life and Times of Leslie C. Brand".
- The Glendale Historical Society, Certificate of Appreciation, Historic District Ordinance (2003)
- Historic Highland Park Neighborhood Council, "You Made It Happen" award (2003)
- City of Los Angeles, Council District 14, Certificate of Appreciation, Neighborhood Council (2002)

Project Team

- California Chapter of the American Planning Association, Special Study Award for the Cumberland Heights Historic Resources Survey, City of Glendale and Historic Resources Group (2005)
- Los Angeles Conservancy award for the Glendale Historic District Design Guidelines, City of Glendale and Architectural Resources Group

Exhibit 2

Subject Property Assessor Parcel Map



TRACT NO. 1017

M. B. 18 - 161

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-12

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 3

2002 Survey DPR 523A Form – Camden/Court District

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 5S1

Other Listings
Review Code _____ Reviewer _____ Date _____

Page 1 of 0 **Resource Name or #:** (Assigned by recorder) *Camden/Court District*

P1. Other Identifier: *Camden/Court District*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad **Date** **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**

c. Address: *Camden/Court Avenue* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This charming neighborhood is located south of Oak Street and north of Huntington Drive, off Camden Parkway. It is comprised of approximately 33 contributing properties most of which are focused around a small, landscaped park area. The northern portion of this court was developed on the Camden Court Tract with lots averaging 75 feet by 220 feet. The southern portion of this neighborhood was developed on Tract No 1091 and Tract No. 1017 with most lots measuring 50 feet by 135 feet. The Camden/Court district is characterized by one- and two-story, single-family residential structures designed in the Craftsman style. There are also examples of the Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles in the area. The central park is landscaped with a variety of full and mature shrubs and trees, including Canary Island Palms. A small island with the words "CAMDEN COURT" spelled out on a sign wrapped around a tree is located at the north end of the parkway at Oak Street.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: ☐Building ☐Structure ☐Object ☐Site ☑District ☐Element of District ☐Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐Prehistoric ☑Historic ☐Both
1909-1936

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments:
☐ NONE ☑ Continuation Sheet ☑ District Record ☐ Rock Art Record
☑ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record
☐ Other: (List)

Exhibit 4

Subject Property City

Building Permit Records

1806 CAMDEN

Lot 39, Tract 1091

Duplicate

10-23-59

1806 CAMDEN

E.E. OUTCALT:

MRS. BUNKER REQUESTED I CONTACT YOU, IN REGARDS TO AN INSPECTION APPOINTMENT FOR A FINAL INSPECTION OF THE WORK DONE IN 1957. PERMIT #38112. PLEASE CALL OUR OFFICE BETWEEN 8:00 AM + 5:00 P.M. SY 99101 EXT. 24

THANK YOU

J. Burgess

City of South Pasadena

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 CAMDEN Date: 9-12-57

Owner: BUNKER

Contractor: KEN LEA ELEC.

Permit Number: 38064 Value: Fee: $3.20

1 GARBAGE DISP., 3 FIXTURES. CHANGE OF SER.

Job: 6 APPL. OUTLETS, 3 FIXT. OUTLETS, 2 S.W. OUTLETS.

Rough Inspection

Final Inspection 11-2-59

Inspector

J. K.
Inspector

FORM 753 2M 1-56 MOCK

OVER

9/13/57 NOT OK, SEE MEMO. RB.

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden — Date: 9-18-57

Owner: Bunkers

Contractor: Leroy F. Jarret.

Permit Number: 38101 — Value: — Fee: 5.20

Job: 1 bath tub, 1 garb. disp., 1 water heater, 1 sink, 1 washing machine

Rough Inspection — Final Inspection 11-2-57 OK

Inspector — Inspector

FORM 753 2M 1-56 MOCK

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

LOCATION 1806 CAMDEN AVE

BUILDING ADD BEDROOM — PERMIT NO. 16134

GENERAL CONTRACTOR DAY LABOR — PHONE

ELECTRICAL " So Pas Elec. — "

PLUMBING " — "

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)		DATE CLEARED	INSPECTOR
TRENCHES	4/30	A.M. / P.M. ✓	4/30/47		4/30/47	C.E.T.
FRAME	6/4/47	A.M. P.M.	6/4/47		6/4/47	C.E.T.
VENTS & FURN.		A.M. P.M.				
WIRING X	6/3	6-4- A.M. P.M.	6/4/47		6/4/47	C.E.T.
PLUMBING	NONE	A.M. P.M.				
LATH		A.M. P.M.				
FINAL PLUMB.		A.M. P.M.				
FINAL ELECT. X	6/6/47	A.M. P.M.	6/6/47		6/6/47	C.E.T.
FINAL BUILD.	6/6	A.M. P.M.	6/6/47		6/6/47	C.E.T.

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 CAMDEN AVE

LOT 39 BLOCK TRACT 1091

OWNER MRS. WM. B. BREZINS

DESCRIPTION ADD BEDROOM

$500.-

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
4-23-47	16134	BUILDING	DAY LABOR	2 00
5-15-47	16249	ELEC. WIRING	So. Pas. Elect Co	1 30
"	"	ELEC. FIXTURES	" "	—
		PLUMBING		
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
		FURNACE		

FORM 502 500 6-44

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Ave. DATE: 11/17/65

OWNER: R. Bowers

CONTRACTOR: Morrow & Holman

PERMIT NUMBER: 59375 VALUE: FEE: $4.50

JOB: 1 water htr.

ROUGH INSPECTION L.C. 11-19-65 HED

L.C 12-7-65 HED

FINAL INSPECTION 12-8-65

INSPECTOR: HE Smith

411

FORM 753 1M 2-65 MOCK

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 Camden

LOT 39 BLOCK TRACT 1091

OWNER ~~Condie~~ Bunpers

DESCRIPTION Remodel interior of kitch. & bath Rm. (new kit. cabinets, sink + garb. disp. (no change in bldg. & or room size) $

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE	
		PLAN CHECKING			
9-19-57	38112	BUILDING	Colletta + Edgley	16	00
		TEMP POWER			
9-12-57	38064	ELEC. WIRING	KEN LEA ELECT.	3	20
		EXCAVATION			
9-18-57	38101	PLUMBING	LEROY F. TORBET.	5	20
		SEWER			
		HOUSE CONN.			
		DRIVEWAY			
10-8-57	38218	FURNACE	George E. Ward.	2	00

FORM 502 2M 1-54 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden Date: 10-7-57

Owner: Bunker

Contractor: George E. Ward.

Permit Number: 38218 Value: 150.00 Fee: 2.00

Job: 1 floor furnace.

Rough Inspection Final Inspection 11-2-57

O.K

Inspector Inspector

FORM 753 2M 1-56 MOCK

CITY ~~OF SOUTH~~ PASADENA

JOB CARD

BUILDING DEPARTMENT

LOCATION 1806 Camden — Condit Bunker

BUILDING Remod. 1 Lr. & 2 Bars Rm. (No Change in bldg & or room) SUBS IN

GENERAL CONTRACTOR Collette & Edgley PERMIT No. 38112 9-19-57

ELECTRICAL " KEN LEA ELECT. " 38064 9/12/57

PLUMBING " Leroy F ~~Fabb~~ Torbet. " 38101 9/18/57

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)		DATE CLEARED	INSPECTOR
TRENCHES		A.M. / P.M.				
SEWER CONNECTION		A.M. / P.M.				
FRAME (INCLUDING VENTS & FURN.)		A.M. / P.M.				
ROUGH ELECT.		A.M. / P.M.	EDISON C/IN 2/19/58		11/1/57	R.B.
ROUGH PLUMBING		A.M. / P.M.				
LATH INSIDE / OUTSIDE		A.M. / P.M.	STONEY NOTIFIED 11-2-59			
FINAL PLUMB.		A.M. / P.M.				
FINAL ELECT.		A.M. / P.M.				
FINAL BUILD.		A.M. / P.M.			11-2-59 OK	
		A.M. / P.M.				

Mitchell 9/19 Cutler

9/19 Disposal

9/19 Disposal

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Avenue DATE: 12/4/62

OWNER: Richard Bowers

CONTRACTOR: Coast Roofing

PERMIT NUMBER: 50779 VALUE: 152.00 FEE: 3.00

JOB: reroof res. layer 15# felt nailed on and imbed 105# mineral surfaced roll roofing mop w/hot asphalt

ROUGH INSPECTION Job Completed - no call - 12-17-62 C.L.

Wooden Gravel Guard Removed from South Portion of Roof to permit better Run off -

FINAL INSPECTION 12-24-62

INSPECTOR: Lombard

FORM 753 2M 10-62 MOCK

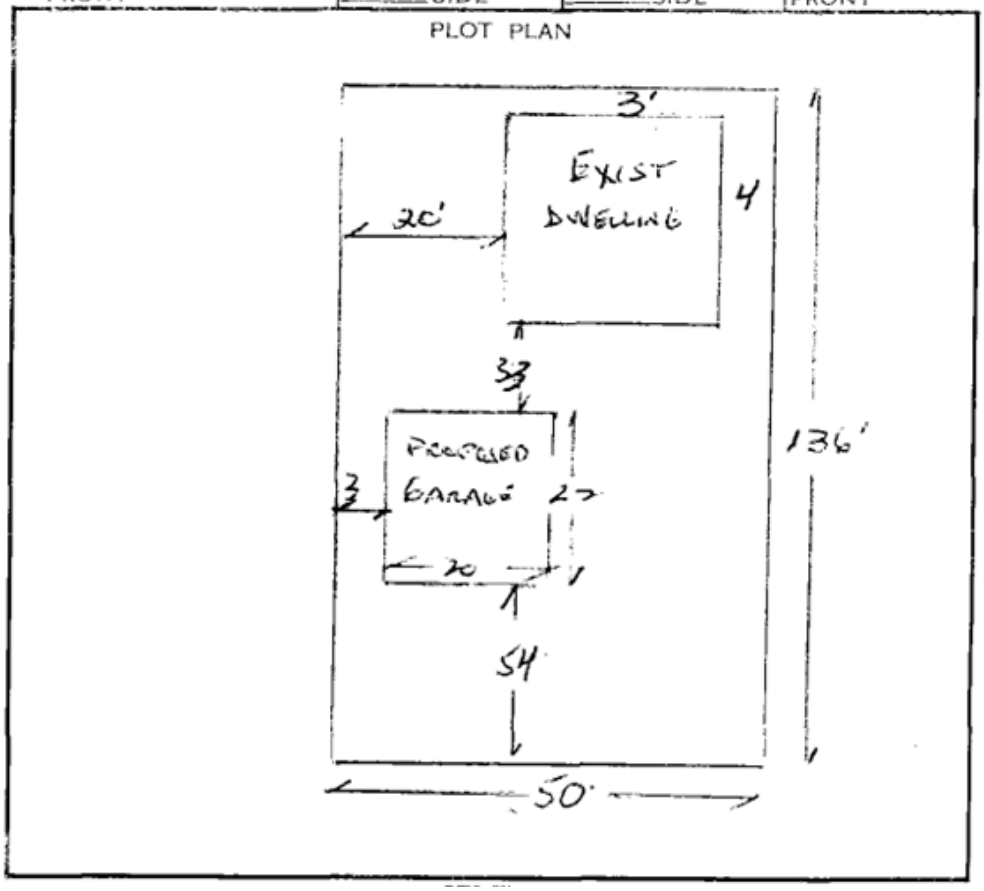
INSPECTION RECORD

	DATE	APPROVED
TEMP POWER		
FORMS, FOOTING & SETBACKS	3-13-72	[illegible]
REINFORCING & CELLS		
SUBFRAME		
ROOFING		
FIREPLACE		
FRAME	3/22/72	[illegible]
VENEER		
EXT. LATH.	3-31-72	[illegible]
INT. LATH.		
PARKING REQ'S		
ZONING REQ'S		
FIRE DEPT.		
PARTIAL OR MISC. INSPECTIONS		
FINAL BUILDING	4-28-72	[illegible]

SETBACKS:

FRONT | SIDE | SIDE | FRONT

PLOT PLAN



NUMBER & STREET: 1806 CAMDEN

APPLICATION FOR A
BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: WINDSONG ENTERPRISES	ST. LIC. NO.: B1-266351
MAIL ADDRESS: 22430 NORWALK BLD HAWAIIAN GARDENS	PHONE: 421-8040
ARCHITECT ENGINEER	ST. LIC. NO.
MAIL ADDRESS	PHONE
OWNER: RICHARD H. BOWERS	PHONE
MAIL ADDRESS: 1806 CAMDEN AVE S. PASADENA	

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH
✓				

FLOOR AREA (SQ. FT.): 440	NO. OF STORIES: ONE	NO. OF DWELLING UNITS: ONE
PRESENT BLDG. USE: —	PROPOSED BLDG. USE: GARAGE	

DESCRIBE WORK TO BE DONE: 22'X20' STUCCO DETACHED GARAGE

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL: STUCCO	ROOFING MATERIAL: COMPO ASPHALT	
LOT WIDTH: 50	LOT DEPTH: 136	LOT AREA

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ 3000.00

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE, ONLY

LOT: 39	BLOCK	TRACT: 1091		
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.	
REQUIRED SET BACKS	FRONT	SIDE	SIDE	REAR
ENG. DEPT. APPROVAL		ZONING APPROVAL		
PERMIT FEE: 26.00 License $30				
APPROVED W/OUT PLANS	PERMANENT PLAN	CHECKER'S APPROVAL		

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

SMI TAX .28¢

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

A. Kagan Agent

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

NUMBER & STREET 1806 CAMDEN

MISCELLANEOUS FEE RECEIPT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

RECEIVED FROM WINDSONG ENT.

MAIL ADDRESS 22430 NORWALK BL.
HAWAIIAN GARDEN, ORANGE CO.

FOR:

- [X] * PLAN CHECK FEE FOR VALUE OF $ 3080 —
- [ ] FILING FEE FOR PLANNING COMMISSION OR ZONING.
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

REMARKS _____

AMOUNT DUE $ 130 00

WHEN PROPERLY VALIDATED, BELOW, THIS IS A RECEIPT FOR THE AMOUNT SHOWN ON THE VALIDATION STAMP.

2[illegible] E 1[illegible] BLDG

*__WARNING:__ PLAN CHECK FEES, WHERE NO ACTION IS TAKEN BY THE APPLICANT IN NINETY (90) DAYS AND NO BUILDING PERMIT IS ISSUED, ARE FORFEITED TO THE CITY.

PERMANENT

JOB ADDRESS

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

CONTRACTOR: TORR ELECTRIC	STATE LIC. NO.: 171664
MAIL ADDRESS: 1327 HUNTINGTON DR	PHONE: ST 95940
OWNER: R. H. BOWERS	CITY LIC. NO.:
MAIL ADDRESS: SAME	OWNER PHONE:

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES 2	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		

WASHING MACHINES	@1.00 ea.	$
220 VOLT OUTLETS	@ .25¢ ea.	$
SIGN FIXTURES	@2.00 ea.	$
AIR HEATERS OVER 1650 W	@2.50 ea.	$
TEMPORARY POWER POLE	2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS	2.00	$
" " 200 AMPS	2.50	$
" " 400 AMPS	3.00	$
" OVER 400 AMPS	3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$

COLUMN TOTAL → $

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2 50
TOTAL		$ 3 00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

277523 K -3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Tornaelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

off card 6-26-67 Blanc

FINAL ELECTRICAL INSPECTION	6-28-67	Blanc

JOB ADDRESS

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR Torr Electric	STATE LIC. NO. 171664
MAIL ADDRESS 1327 Huntington Dr	PHONE SY 4-5940
OWNER R. H. Bowers	CITY LIC. NO.
MAIL ADDRESS Same	OWNER PHONE

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES 2	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$
Motors under 2 hp @ 1.50 ea.	$		Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$		Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$		Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$		Motors over 1000 hp @ 20.00 ea.	$
			COLUMN TOTAL →	$
INVESTIGATION FEE				$
OTHER				$
BLANKET PERMIT			3.00	$
ELECTRICAL PERMIT			2.50	$ 2 50
TOTAL			$	3 00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

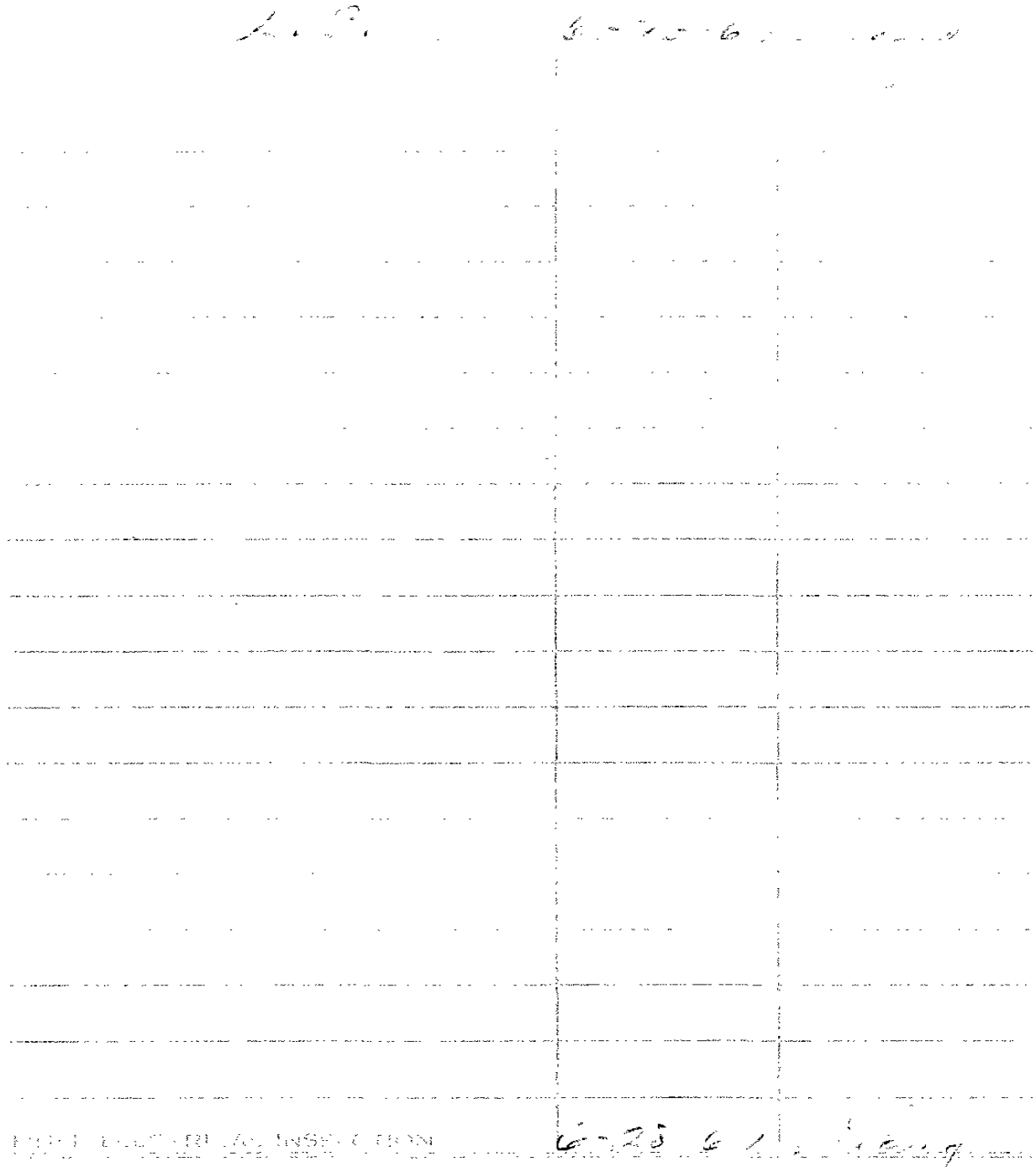
-3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Iannelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

JOB PROGRESS FILE



$60.00

NUMBER & STREET 1806 CAMDEN AVE

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: TORR ELECTRIC	STATE LIC. NO.: 171664
MAIL ADDRESS: 1327 HUNTINGTON DR.	PHONE: 355-5940
OWNER: D. BOWERS	CITY LIC. NO.:
MAIL ADDRESS: SAME	OWNER PHONE:

DESCRIPTION OF WORK

NEW BUILDING	X EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES: 2	RECEPTACLES:	SWITCHES: 1	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 75
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		

WASHING MACHINES	@1.00 ea.	$
220 VOLT OUTLETS	@ .25¢ ea.	$
SIGN FIXTURES	@2.00 ea.	$
AIR HEATERS OVER 1650 W	@2.50 ea.	$
TEMPORARY POWER POLE	2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS	2.00	$
" " 200 AMPS	2.50	$
" " 400 AMPS	3.00	$
" OVER 400 AMPS	3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →	$

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 250
TOTAL		$ 325

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Torrelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

7-3-72 D Greco

FINAL ELECTRICAL INSPECTION	7-3-72	D Greco

JOB ADDRESS

NUMBER & STREET 1806 CAMDEN [redacted] 380

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR TERR ELECTRIC	STATE LIC. NO. 171664
MAIL ADDRESS 1327 HUNTINGTON DR	PHONE 577 557 40
OWNER D. BOWERS	CITY LIC. NO.
MAIL ADDRESS SAME	OWNER PHONE

DESCRIPTION OF WORK

GARAGE X NEW BUILDING | X EXISTING BUILDING | NO SERV. CHANGE | X RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES 2	RECEPTACLES 3	SWITCHES 2	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 1.75
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
1 NEW SERVICE UP TO 100 AMPS		100 Amp	2.00	$ 2.00
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$

COLUMN TOTAL → $

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$ 3.00
ELECTRICAL PERMIT	2.50	$
TOTAL	$	6.75

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES *A PERMIT FOR THE WORK DESCRIBED HEREON.*

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Tomelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

3-23-72 Dlreco

3-23-72 Dlreco

4-28-72 Dlreco

NUMBER & STREET: 1806 Camden Ave.

APPLICATION FOR A PLUMBING PERMIT 125.00

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: Morrow & Holman	ST. LIC. NO.: 119485
MAIL ADDRESS: 1500 El Centro St.	CITY LIC. NO.: C 5647
So. Pasadena, Calif.	PHONE: 799-3115
OWNER: Richard Bowers	PHONE: 682-1780
MAIL ADDRESS: 1806 Camden Ave. So. Pas.	
PROPOSED USE: Residence	USE ZONE:

NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE
BATHTUBS	ACC. SINKS	WASHING MACHINES: Replace 1
STALL SHOWERS	FLOOR SINKS AND DRAINS	WATER HEATERS
LAVATORYS	"P" TRAPS	VENTS
WATER CLOSETS	GARBAGE DISPOSALS	WATER PIPE
URINALS	DISHWASHERS	SPRINKLER SYSTEM
KITCHEN SINKS	LAUNDRY TRAYS	DRINKING FOUNTAINS

TOTAL FOR ABOVE FIXTURES	@2.00 ea.	$ 2.00
SAND OR GREASE TRAPS	@2.50	$
GAS PIPE SYSTEM, 1 - 5 OUTLETS	2.50	$
+ EACH ADDITIONAL OUTLET	.50	$
SOIL OR VENT PIPE ALTER OR REPAIR	2.00	$
DILUTING TANK OR WATER SOFTENER	3.50	$
BUILDING DRAIN, ALTER OR REPAIR	4.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS	@6.00 ea.	$
SWIM POOL	10.00	$
ADDITIONAL INSPECTION	@5.00 hr.	$
INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
PLUMBING PERMIT	2.50	$ 2.50
	TOTAL FEE	$ 4.50

WHEN PROPERLY VALIDATED, HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

F. R. Cecil

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING		
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		
L.C. 8-31-72 DH		
FINAL PLUMBING INSPECTION	9-1-72	D Greco

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-8101

REPORT

PLUMBING - 38101
ELECT. - 38064
BUILDG. - NONE

9/24/57 PERMIT NO.

1806 CAMDON AVE.

MR BUNKER.

1- PLEASE OBTAIN BUILDING PERMIT. AS REQUIRED BY SEC. 301-A OF THE UNIFORM BUILDING CODE.

2- WATER HEATER LOCATION IS UNSATISFACTORY AS STATED IN THE NOTE LEFT HERE 9/13/57. SEC. 1309 OF THE UNIFORM PLUMBING CODE PROHIBITS WATER HEATERS LOCATED IN BATHROOMS.

R. BOWMAN.
ASST. BUILDG. INSP.

11-2-59
Corrections have been made & Approved

INSPECTION

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-8101

REPORT

ELECT. #38064
PLUMB. - NONE
BUILD6. - NONE

DATE: 9/13/57 - 10:15AM. PERMIT NO.

JOB ADDRESS: 1806 CAMDON AVE

OWNER: MR. BUNKER.

1- COULD NOT LOCATE SUB PANEL (ELECT.)

2- PLEASE OBTAIN PLUMBING AND BUILDING PERMITS.

3- ~~WATER HE~~ PLEASE LOCATE WATER HEATER AS PER. U.P.C. SEC. 1309

R. BOWMAN
ASST. BUILD. INSP.

Plan Check No. .....

Approved .....

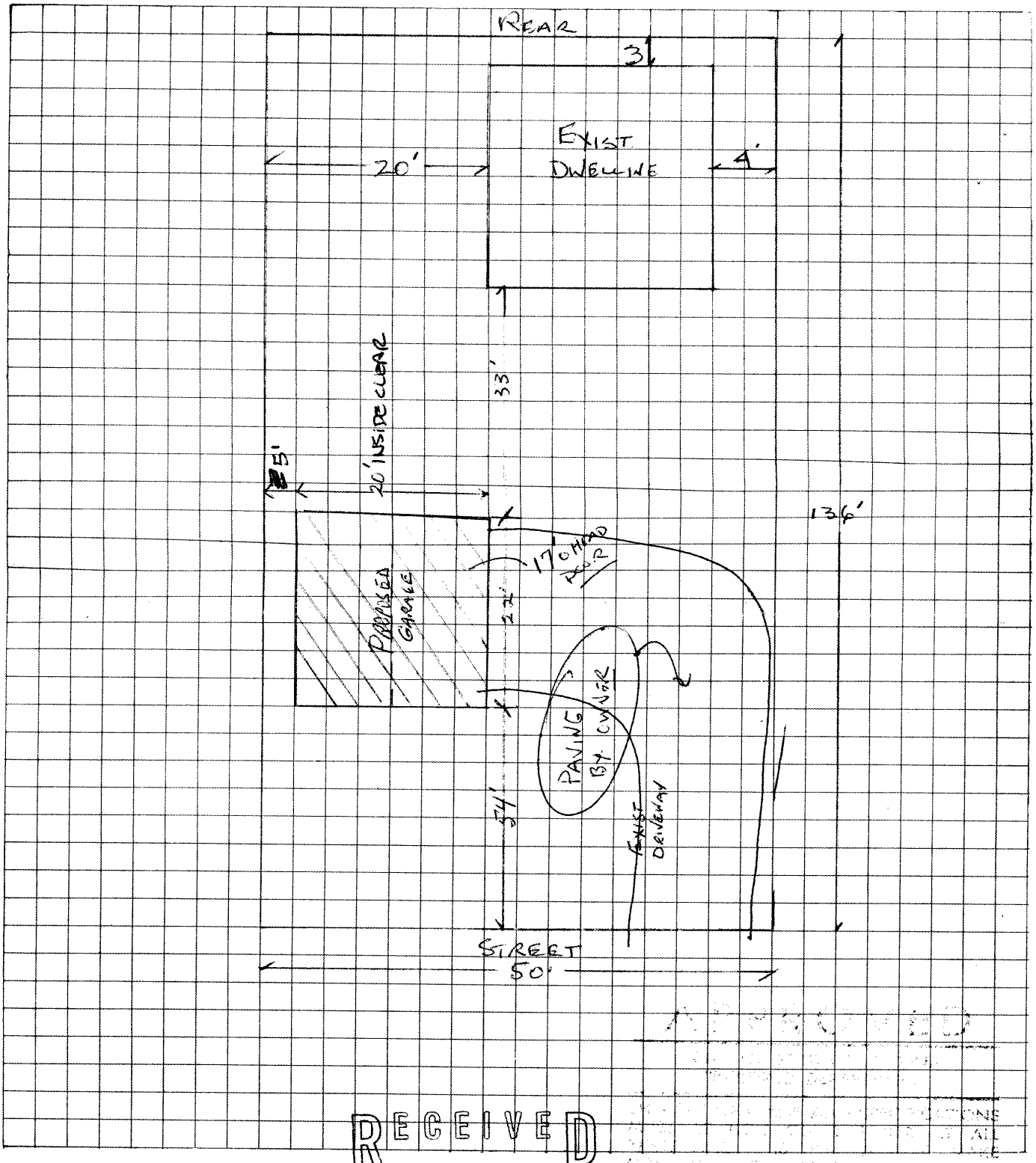
PROPOSED CONSTRUCTION

Zone .....

F.D. .....

RICHARD H. BOWERS Owner No: 1806 CAMDEN AVE Location of Job Branch .....

Use GARAGE No. of Stories ONE Valuation .....



RECEIVED
MAR 6 1972
BUILDING DEPT.

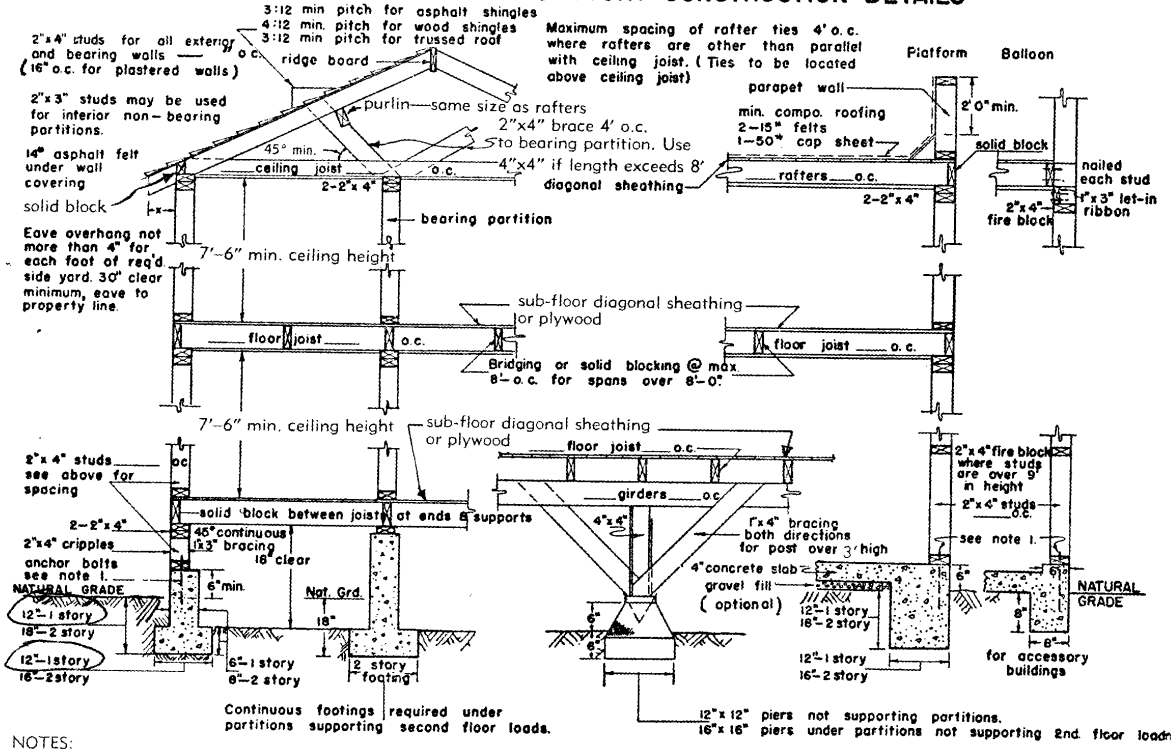
LOT 39
TRACT 1091.
WINDSONG ENTERPRISES
22430 NORWALK BLVD
HAWAIIAN GARDENS 90716
421-8040
B-1-246351

Form B-16 R5.70

BY: .....

3-6-72

DEPARTMENT OF BUILDING AND SAFETY
CITY OF LOS ANGELES
TYPE V SHEET — WOOD FRAME BUILDINGS
TYPICAL ONE & TWO STORY CONSTRUCTION DETAILS



NOTES:

1. Anchor bolts ½" x 10"—embed 7" in concrete—6' o.c.—one placed 12" from ends of sills.
2. Footing sills shall be embedded in mortar or have full bearing on the footing wall.
3. All lumber in contact with masonry or concrete less than 48" from the ground shall be pressure treated or durable wood.
4. Under floor ventilation on three sides equal to 2 sq. ft. for each 25 linear feet. One to be located within 3' of corner.
5. Accessory buildings located on fill and not over 1000 sq. ft. in area may rest on a 4" slab reinforced with 6" x 6" — #10 x #10 mesh.
6. Concrete Mix: 1 part cement, 3 parts sand, and 4 parts rock.

INFORMATION: Exterior Wall Covering STUCCO.

Interior Wall Covering _____

Interior Ceiling Covering _____

Roofing COMP. ASPHALT SHINGLES

ALLOWABLE SPANS FOR FLOOR GIRDERS

Size of Girder	Spacing of Girder	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Partitions	SPECIES—GRADE Douglas Fir—Std.* & Constr. Not Supporting Partitions	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Partitions	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Not Supporting Partitions
4 x 4	6'	4'—0"	4'—0"	4'—0"	4'—0"
	8'	3'—0"	3'—0"	3'—0"	3'—0"
4 x 6	6'	6'—0"	7'—0"	5'—0"	6'—0"
	8'	5'—0"	6'—0"	4'—0"	5'—0"
4 x 8	6'	8'—0"	9'—0"	6'—0"	7'—0"
	8'	6'—0"	7'—0"	5'—0"	6'—0"

ALLOWABLE SPANS FOR FLOOR JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr. Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std.* & Constr. Not Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Not Plastered Ceiling
2 x 6	12"	10'—6"	11'—6"	7'—6"	8'—0"
	16"	9'—6"	10'—0"	6'—6"	7'—0"
	24"	7'—6"	8'—0"	5'—6"	6'—0"
2 x 8	12"	14'—0"	15'—0"	10'—6"	11'—6"
	16"	12'—6"	13'—6"	9'—0"	10'—0"
	24"	10'—0"	11'—0"	7'—6"	8'—0"
2 x 10	12"	17'—6"	19'—0"	13'—6"	14'—6"
	16"	15'—6"	16'—6"	12'—0"	13'—0"
	24"	13'—0"	14'—0"	10'—0"	10'—6"
2 x 12	12"	21'—0"	23'—0"	17'—6"	19'—0"
	16"	18'—0"	20'—0"	15'—6"	16'—6"
	24"	15'—0"	16'—6"	12'—6"	13'—6"

ALLOWABLE SPANS FOR RAFTERS

Size of Rafters	Spacing of Rafters	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Plaster	SPECIES—GRADE Douglas Fir—Std.* & Constr. No Plaster Pitch less 4/12	SPECIES—GRADE Douglas Fir—Std.* & Constr. No Plaster Pitch 4/12 or more	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Plaster	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. No Plaster Pitch less 4/12	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. No Plaster Pitch 4/12 or more
2 x 4	12"	8'—0"	9'—6"	10'—0"	5'—6"	6'—6"	7'—0"
	16"	7'—0"	8'—0"	9'—0"	5'—0"	5'—6"	6'—0"
	24"	5'—6"	6'—6"	7'—6"	4'—0"	4'—6"	5'—0"
	32"	5'—0"	6'—0"	6'—6"	3'—6"	4'—0"	4'—6"
2 x 6	12"	13'—0"	16'—6"	17'—6"	10'—6"	11'—6"	12'—6"
	16"	11'—6"	14'—6"	15'—6"	8'—6"	10'—0"	11'—0"
	24"	10'—0"	12'—0"	12'—6"	7'—0"	8'—6"	9'—0"
	32"	8'—6"	10'—6"	11'—0"	6'—0"	7'—6"	8'—0"
2 x 8	12"	17'—0"	21'—6"	23'—0"	13'—6"	16'—0"	17'—0"
	16"	15'—6"	19'—0"	20'—0"	12'—0"	14'—0"	15'—0"
	24"	13'—6"	15'—6"	17'—0"	10'—0"	11'—6"	12'—6"
	32"	11'—6"	13'—6"	14'—6"	8'—6"	10'—0"	11'—0"
2 x 10	12"	21'—6"	27'—0"	28'—6"	17'—6"	20'—6"	22'—0"
	16"	19'—6"	23'—6"	25'—6"	15'—6"	18'—0"	19'—6"
	24"	16'—6"	19'—6"	21'—0"	13'—0"	15'—0"	16'—0"
	32"	14'—6"	17'—0"	18'—6"	11'—0"	13'—0"	14'—0"

INTERVALS FOR CROSS-BRIDGING OF FLOOR JOISTS

Clear span of joists	No. of rows of bridging
8'—1" to 16'—0"	1
16'—1" to 24'—0"	2
over 24'	3

ALLOWABLE SPANS FOR CEILING JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr.	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com.
2 x 4	12"	11'—0"	9'—6"
	16"	10'—0"	8'—6"
2 x 6	12"	16'—6"	15'—6"
	16"	15'—0"	14'—6"
2 x 8	12"	22'—6"	21'—6"
	16"	20'—6"	19'—0"

* Girders—4" x 6" and over
Joists & Rafters—2" x 6" and over

NOTES:

1. For other species of wood, see Division 48 of the Los Angeles Building Code.
2. Tabulated values are based upon a load of 40 psf. For live loads of 50 psf. spans shall be reduced to 90 per cent of tabulated values.
3. Joists supporting plaster shall not be spaced more than 16 inches o.c. unless one-inch by four-inch stripping at 16" o.c. is provided perpendicular to joists.

ALLOWABLE SPANS FOR FLOOR AND ROOF SHEATHING

Thickness Nominal	Thickness Net	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Std. & No. 3 Com. Floor	Roof Spaced 50% Open	Roof Solid	SPECIES—GRADE Douglas Fir—Utility & No. 4 Com. White Fir—Utility & No. 4 Com. Floor	Roof Solid Only
Sheathing 1"	¾"	24"	24"	32"	16"	24"
Planking 2"	1½"	5'—0"	4'—6"	6'—6"	4'—0"	5'—6"
2"	1⅝"	5'—6"	5'—0"	7'—0"	4'—6"	6'—6"
3"	2⅝"	9'—0"	8'—0"	11'—0"	7'—0"	10'—0"

* Net minimum seasoned thickness.

NOTES:

(a) Tabulated values are for boards laid at right angles to supports. Sheathing laid at an angle of 45 degress to supports shall have support spacing over 24 inches reduced to 85 per cent of tabulated values.

(b) Floor and roof sheathing 1½" and thicker must be tongue and groove.

(c) Tabulated values for floors are based upon a live load of 40 psf. For live loads of 50 psf spans over 24" shall be reduced to 90 per cent of tabulated values.

(d) Floor sheathing and planking require a finish floor overlay in accordance with the provisions of Section 91.4810(g) of the Code.

Exhibit 5

Subject Property County Assessor Building Records

A598308

PROPERTY DATA RECORD (Residential)

SITUS ADDRESS	PERMIT NUMBER	EFF. ROLL	REG.	MB.	PG.	PCL.
1806 CAMDEN AVE SOUTH PASADENA CALIF		1974	05	5321	12	14

801 PERMIT ADDRESS

X DECREASE: LAND ☐ ☐ IMP | 021 REINDEX

801

302 ZONING	USE CODE	CL. CODE	150 TOT. LAND VAL.	PC	TOTAL IMP. VAL.	PC	TOTAL VALUE
SPR110000*	0100	05143	17300		3800		21100

LEGAL DESCRIPTION

TRACT # 1091 LOT 39

73 04 06 ASSESSEE NAME: BOWERS, RICHARD H

TXN CODES 1

PERMIT NAME	PERMIT DATE	PERMIT INFORMATION	UNITS	SQ. FT. CU. YDS.	PERMIT AMOUNT	RT'G	IMPAIR 120

BUILDING DATA LINE 142

SUB. PT.	YR CHG	DESIGN TYPE	QUALITY CLASS/SHAPE	YR BLT	EFF YR	DEPR TABLE	NO. OF UNITS	RES. BR.	ONLY BATH	SQ. FT. MAIN IMP	COST FACTOR	RCN MAIN	RCN OTHER	RCN TOTAL	%GOOD	ADD DEPR. TYPE	ADD DEPR. %GOOD	RCLD THIS SUB PT.
01-01	72	0100	D5A	25	27	RT60	1	1	1	686	1000	6860		6860	56			3840
101	73	0110	104	105	25	URGO	108	109	110	111	112	113	114 1280	115	116	3A	99	

DIST#

BUILDING DATA

# STYS	201	1	ROOF PITCH O		X ONE	ROOMS	#
O			Low	223		Entry 245	
FOUNDATION		X ONE	Medium	224	X	Living 246	1
Raised	202	X	High	225		Dining 247	
Slab	203					Family 248	
Uphill	204					Den/Library 249	
Offhill	205					Dressing 250	
Other	206		INTERIOR		X ONE	Bedroom 251	1
			Plaster	226		Bath 252	1
			Drywall	227	X	¾ Bath 253	
EXTERIOR O		X ONE	Other	228		½ Bath 254	
Stucco	207					Kitchen 255	1
Siding	208	X				Breakfast 256	
Other	209		FLOOR		X ONE	Utility 257	
			Concrete	229		Other 258	
TRIM O	210		Plywood	230			
			Hardwood	231			
			Other	232	X		
ROOF TYPE O		X ONE				OTHER IMPS	#
Gable	211	X				Garage 259	1
Hip	212		HEAT/COOL		#	Carport 260	
Flat	213		Evap	233		Cabana 261	
Other	214		Flr/Wall	234	1	Guest Qtrs 262	
			Ctl Heat	235		Play / Rmps 263	
ROOF COVER O		X ONE	Ctl Ht/Cool	236		Cov Patio 264	
Wd Shgl	215		Other	237		Fenced Yard O 265	1
Shake	216					Other 266	
Tile	217		# FIREPLACE	238	0		
Co Shgl	218	X	BUILT-INS		#	#CAR SPACES 267	12
Rll Comp	219		None		X		
Grvl/Rck	220		R & O	239			
Other	221		Dishwasher	240		BLDG CHGES	NO/MIN/MAJ
			Refrigerator	241		Kit Modern 268	1
			Wet Bar	242		Remodel 269	1
			Intercom	243		Addition 270	417
FIN O'H O	222		Other	244		Pool 271	1

PROPERTY DATA

DESIGN O 301 0101

ARCHITECT O		X ONE
Conventional	302	X
Modern	303	
Rustic	304	
Spanish	305	
English	306	
French	307	
Colonial	308	
Contemporary	309	
Other	310	

PROP RATING O		X
Architectural	311	P
		A X
	312	G
Functional	313	P
		A X
	314	G
Condition	315	P
		A X
	316	G
Landscape	317	P
		A X
	318	G
		NO X
Nuisance	319	MIN
	320	MAJ
	321	P
	322	A
	323	G

LAND DATA

LOT DATA		
Width	401	50
Depth	402	136
Actual Sq Ft	403	
Usable O	404	
%Hill Add O	405	
#Sites O	406	1
#Acres	407	
	408	

LOT DESCRIPTION		ALL X	NO
Corner	501	Y	N
Cul-de-sac	502	Y	N
Key O	503	Y	N
Flag	504	Y	N
Irregular	505	Y	N
Alley	506	Y	N
Code Area Split	507	Y	N
Easement (Dominant)	508	Y	N
Easement (Serviant)	509	Y	N
	510	Y	N

LAND DEVELOP O		X
Curb/Gtrs	601	Y X N
Sidewalk	602	Y X N
Paved St	603	Y X N
Non Thru	604	Y N
St Lights	605	Y X N
Sewers	606	Y X N
Udg Utilities	607	Y N
Adequate Drainage	608	Y X N
St Frontage	609	Y X N
Access Problem	610	Y N
Trees	611	Y X N
	612	Y N

LOT FACTORS O		ALL	NO
Nonconforming	701	Y	N
Excess Traffic	702	Y	N
Frwy Proximity	703	Y	N
Flight Path	704	Y	N
Fire Hazard	705	Y	N
Soil Instability	706	Y	N
Water Front	707	Y	N
Golf Front	708	Y	N
Dock Rights	709	Y	N
Horses	710	Y	N
RPD	711	Y	N
Condominium	712	Y	N
Mineral Rights	713	Y	N
714	714	Y	N
	715	Y	N
	716	Y	N
	717	Y	N

HILLSIDE O		NO X
Below	801	
Grade Even	802	
Above	803	
<15%	804	
Slope 15%–30%	805	
>30%	806	

ENGR PAD O	807	Y	N X

VIEW O		NO X
	<90° 808	
Degree	90°–180° 809	
	>180° 810	
Type	Canyon 811	
	City 812	
	Lake/Ocean 813	

FUNCTION		FIELD PICKUP	
1	REAPPR	MAJOR	
2	MAINT		
3	CUT	MINOR	
4	REGRESS X	SEE OVER	
5	OTHER		

PERMIT STATUS	
022 CLOSED	2
MERGE	2
PC	3
NO VISIT	4
NOT YET	5
NAV	6

ASSESSMENT CLERK				CLERK
NAME	ID NO	HRS	DATE	
Ferrone			730606	

APPRAISER			DATE		DIAG
NAME	ID NO	HRS	INTVW	NO INTVW	

1806 Camden Avenue

435

SINGLE RESIDENTIAL BUILDING RECORD

L.A. CO. ASSESSOR

5321 MAP BOOK | 12 PAGE | 14 PARCEL | 12 SUB PART

CITY [illegible] ADDRESS 1806 Camden

DESCRIPTION OF BUILDING			
CLASS & SHAPE	NO. STY.	ARCHITECTURE	YR. BLT.

FOUNDATION	EXTERIOR	ROOF STYLE	LIGHTING	AIR COND.
Conc. Raised	Stucco	Gable	Wiring	Heating
Conc. Slab		Hip	Amps	Forced Air
	Siding "x"	Shed	K.T. / Conduit	Gravity
Cross Walls	Siding B.&B.	Flat	B.X. / N.M.Cable	Floor Furn.
Piers		Cut up		Wall - Elec.
Heavy / Light	Veneer		Fixtures	Wall - Gas
STRUCTURAL		Pitch: L M H	Few / Cheap	Radiant - Elec.
Wood Frame	Trim: Wood	O'Hang Ft.	Avg. / Med.	Radiant - H.W.
Steel Frame	Brick	Fin. / Unf.	Many / Spec.	
Masonry	Stone		Low Voltage	Heat Pump
		ROOF COVER	Master Control	Cooling
Sub-Floor	Sliding Doors	Shingle: Wood	Dim. Switches	Refrig. H.P.
Insul.-Clg.	Lin. Feet	Compo.		Thru Wall
Insul.-Walls		Asbest.	PLUMBING	Evap. Cooler
WINDOWS	FIREPLACES	Shake	Poor / Med. / Spec.	
D.H. / Csm't.	Single	Tile	No. Fixtures	Ducting
Sliding	Double	Gravel-Rock	Laundry	Tin
Metal	Hearth	Composition	Water Htr.	Galvanized
Screens	Length:		Size: No:	Perimeter
	Raised	Gutters		

ROOM & FINISH DETAIL								
ROOMS	No Plb	FLOORS L	1	2	FLOOR MATER.	INTERIOR WALLS	FINISH CEILINGS
All								
Entry								
Living								
Liv.-Din.								
Family								
Den								
Bedroom								
Dress								
Bath								
Bath 3/4								
Bath 1/2								
Powder								
Kitchen								
Brkfst.								
Utility								
TOTAL								

KITCHEN DETAIL			
Cabinets: L.F.			
Counters: L.F.			
Garb. Disp.	Dishwash.	Mix-Blend	
Range-Oven	Refrig.		
Hood-Fan		Center Isl.	

BATH DETAIL

FIXTURES						SHOWER				PLMN.
Fl.	No.	Wc	Lav.	Tub	Grade	St.	O.T.	G.D.	Finish	

SPECIAL FEATURES

Bookcases	Inter-com.	Bar
	Shutters	

RATING (E,G,A,F,P)

Cond.	Arch. Attr.	Func. Plan	Con-form.	Stg. Space	Work-m'nship	Qual.

YEAR	USE TYPE	CLASS SHAPE	UNITS	EFF. YR.	DEPR. TABLE	SQ. FEET MAIN IMP.	UNIT COST	R.C.N. MAIN IMP.	R.C.N. OTHER	R.C.N. TOTAL	% GOOD	R.C.L.N.D.	SP	APPRAISER	DATE	COST REV'D	INT VIEW	NO INT VIEW	CO. CK.
	0110			27		686				610	X4	2440							
66 UR					T70					1852	2.21	~~4090~~		1000	Heslop	8-11-65	Couch	8-11-65	
									7495										

CR71 (72)UD K5A '27 (73) [illegible]

COMPUTATIONS

Unit	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost
RES.	686			686 41														
							Gar 400	320	1280									
Total R.C.N.																		

76B822D 378 CDB 2/63

MISCELLANEOUS STRUCTURES

STRUCTURE	FOUND.	FLOOR	EXTERIOR	ROOF	INTERIOR

COMPUTATIONS

MAIN AREAS	OTHER AREAS

REMARKS: (73) M. Gar Addled. Defer 730226
(90) M Add GAR Permit not for this pol NAV Hasley 900312

OWNERS NAME:

BUILDERS NAME:

PERMIT NO.	DATE	AMOUNT	IMPROVEMENT
02987	720408	3080	add det Gar.
SP08051	890322	7480	Addl GAR

COUNTY OF LOS ANGELES • OFFICE OF ASSESSOR

PROPERTY OWNER'S STATEMENT ON NEW CONSTRUCTION

RUN NO.	REGION	CLUSTER	ASSESSOR'S IDENTIFICATION NUMBER		
			MAPBOOK	PAGE	PARCEL
01	04	04142	5321	012	014

PERMIT DATE: MARCH 22, 1989 | PERMIT NO.: SP 08051

PERMIT INFORMATION: ADD GARAGE

BOWERS,RICHARD H
1806 CAMDEN AVE
SO PASADENA CA

Correct above address, if necessary.

Our records indicate a building permit was issued for new construction on your property. Section 441(d) of the Revenue and Taxation Code reads in part:

"At any time, as required by the assessor for assessment purposes, every person shall make available for examination information or records regarding his property."

In accordance with the above, complete this form and return it to the Office of Assessor before the date shown below. Include any additional information which you believe to be important in evaluating the new construction.

For assistance, call: (between 2:00 and 5:00 p.m.)
(MONDAY THRU FRIDAY)
(818) 901-3404

Complete and return this form to Assessor by:
MONDAY, DECEMBER 4, 1989

Please check appropriate boxes. In Remarks section on reverse, describe new construction and materials used.

1. STRUCTURAL CHANGES

- ☐ NEW STRUCTURE
- ☐ ADDITION
- ☐ ALTERATION
- ☐ POOL OR SPA
- ☐ OTHER: _____

TOTAL SQ FT OF NEW STRUCTURE OR ADDITION
(See Sec. 5 for computations.) SQ FT _____

DATE COMPLETED (Estimate if not yet complete.) _____

TOTAL COST OF WORK $_____

2. HEATING/AIR CONDITIONING

N	R	(N=New Unit, R=Replacement Unit)
☐	☐	CENTRAL HEATING
☐	☐	CENTRAL AIR CONDITIONING
☐	☐	SOLAR SPACE HEATING
☐	☐	SOLAR COOLING
☐	☐	FLOOR OR GRAVITY FURNACE
☐	☐	FIREPLACE
☐	☐	OTHER: _____

3. PLUMBING-CABINETS-APPLIANCES

N	R	(N=New Unit, R=Replacement Unit)
☐	☐	TOILET
☐	☐	BATHTUB
☐	☐	STALL SHOWER
☐	☐	SINK
☐	☐	DISHWASHER
☐	☐	CABINETS
☐	☐	RANGE AND OVEN
☐	☐	SOLAR WATER HEATING SYSTEM
☐	☐	OTHER: _____

4. POOL, SPA OR HOT TUB

	☐ POOL	☐ Attached SPA	☐ Self-Contained SPA	☐ HOT TUB
SIZE				
TYPE: Gunite				
TYPE: Plastic Lined				
TYPE: Fiberglass				
TYPE: Redwood				
HEAT: Gas				
HEAT: Solar				

ACCESSORIES

ITEM: Diving Board				
ITEM: Slide				
ITEM: Hydro-Sweep Cleaner				

FENCE/WALL	Height:	Linear Feet:	Material:
DECK	Size:	Material:	
	Size:	Material:	

1806 Camden Ave pg. 4

76P807A RP-10 (rev. 5/82)

5. DIAGRAM OF NEW CONSTRUCTION

Diagram the new construction and show its exterior dimensions and location in relation to other buildings on the lot.

AREA COMPUTATION OF NEW CONSTRUCTION		
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
TOTAL SQ FT		____

STREET

REMARKS There has been no new construction at the above address.

Note: There has been a new garage constructed across the street at 1811 Camden Avenue, South Pasadena, CA.

The Assessor's Office may audit this statement for completeness and accuracy and may contact you for additional information as required.

I declare under penalty of perjury that this statement, including any accompanying schedules and financial statements, is true, correct, and complete to the best of my knowledge and belief.

SIGNATURE OF OWNER OR AGENT (CHECK BOX IF OWNER-BUILDER)	DATE	TITLE (if agent)	PHONE (8 AM-5 PM)
Richard A. Bowers ☐	11-6-89		(818) 799-0535

STREET ADDRESS	CITY	STATE	ZIP CODE
1806 Camden Avenue	South Pasadena	California	91030

1806 Camden Avenue

RETURN COMPLETED STATEMENT TO ▶

COUNTY OF LOS ANGELES • OFFICE OF ASSESSOR
ROOM 290, 500 WEST TEMPLE STREET, LOS ANGELES CALIFORNIA 900

801 SITUS ADDRESS

1806 CAMDEN AVE
SOUTH PASADENA CALIF

LEGAL DESCRIPTION

TRACT # 1091 LOT 39

A410658 RCF

PROPERTY DATA RECORD
(Residential)
L.A. COUNTY ASSESSOR

PERMIT NUMBER	EFF. ROLL	REG.	MB.	PG.	PCL.
	1971	05	5321	12	14

✓ DECREASE: LAND ☐ ☐ IMP

302 ZONING	USE CODE	CL. CODE	150 TOT. LAND VAL.	PC	TOTAL IMP. VAL.	PC	TOTAL ALL SUBPARTS TOTAL VALUE
SPR1YY	0100	0509	11000		4000		15000

70 04 12 ASSESSEE NAME: BOWERS, RICHARD H

TXN CODES 1

PERMIT NAME	PERMIT DATE	PERMIT INFORMATION	UNITS	SQ. FT. CU. YDS.	PERMIT AMOUNT	RT'G

BUILDING DATA LINE 142

SUB PT.	YR CHG	DESIGN TYPE	QUALITY CLASS-SHAPE	YR BLT	EFF YR	DEPR TABLE	NO. OF UNITS	RES. ONLY BR.	RES. ONLY BATH	SQ. FT. MAIN IMP	COST FACTOR	RCN MAIN	RCN OTHER	RCN TOTAL	% GOOD	ADD DEPR. TYPE	ADD DEPR. %GOOD	RCLD THIS SUB PT.
- ✓	72	✓	D5A	✓	✓	UT60	✓	✓	✓	✓			✓					
1OF1	71	0100	D4A	25	27	CT60	1	1	1	686			0					

COMP FACTORS RCLD/□	VAL/□ MN	IMP/LAND		YR	SHAPE	TYPE	TOPO	UTIL.	ACCESS	STREET	SEWER	ALLEY	WIDTH	DEPTH	AREA	UU	UNIT VALUE	SPEC. CONSIDER.	PCT	VALUE
			LAND →																	
			DATA LINE →																	

TYPE	ROOF TYPE	ENTRY	FIREPLACE	PLUMBING FIXTURES	ROOMS	L	1	2	3 TYP	4 TOP	OTHER IMPROVEMENTS	QUALITY IF EXCEPTIONAL + −
011 SGL. RES.	071 GABLE	101 INDIVIDUAL	151 SINGLE	191 TUB	221 ENTRY						251 GARAGE ATT.	301 EXT. TRIM
012 APT.	072 HIP	102 CENTER HALL	152 DOUBLE	192 STALL	222 LIVING ROOM						252 GARAGE DET.	302 CABINETRY
013	073 FLAT	INTERIOR	153 FACING ×	193 LAVATORY	223 LIVING-DIN.						253 GARAGE SUB.	303 STORAGE
014 MISC.	074	111 PLASTER	154	194 WTR. CLOSET	224 DINING						254 GARAGE SEMI SUB	304 ELECTRICAL
ARCHITECTURE	075 HI-PITCH	112 DRY WALL	KITCHEN CABINETS (TYPICAL L/F)	195 KITCH. SINK	225 FAMILY						255 CARPORT	305 PLUMBING
021 CONV'T'L	076 LO-PITCH	113	161 PAINT	196 DISHWASH.	226 DEN						256 POOL	306 GEN. FINISH
022	077 O'HANG	FLOORS	162 VENEER	197 WATER HTR.	227 BEDROOMS						257 COVERED PATIO	307 FUNC. PLAN
030 STORIES	078 FIN. "	121 PLYWOOD	164	198 UTILITY	228 DRESSING						258 GUEST HOUSE	310 SPCL. FEAT.
FOUNDATION	ROOF COVER	122 CONCRETE	165 TILE COUNT.	199 WET BAR	229 BATHS						259	P.C. STATUS
041 RAISED	081 SHGL. WD.	123 HARDWOOD	166 FORM. CTR.	200	230 BATHS 3/4						UNITS BREAKDOWN	321 FOUNDATION
042 SLAB	082 " COMPO.	124 VINYL	167	201 TOTAL	231 BATHS 1/2						271 BACHELOR	322 FLOOR
043 UP-HILL	083 SHAKE	125	BUILT-INS	BATH FEATURES	232 KITCHEN						272 SINGLE	323 FRAME-ROOF
044 OFF-HILL	084 TILE	HEAT & AIR COND.	171 HOOD-FAN	210 PULLMANS	233 BREAKFAST						273 1 BR. 1 BA.	324 PLASTER
045	085 GRAVEL	131 FORC. AIR	172 R & O.	211 " AVE. L/F	234 UTILITY						274 2 BR. 1 BA.	325 CABINETS
FRAME	086 COMPO.	132 PERIM.	173 DISHWASH.	212 PAINT CAB.	235 LOBBY						275 2 BR. BA.	326 TRIM
051 WOOD	087	133 FLR/WALL	174 INT. COM.	213 VENEER CAB.	236						276 3 BR. BA.	TRANSACTION 022
052 METAL	EXTERIOR	135 RADIANT	175	214	237						277 3 BR. 2 BA.	N.A.V.
053 MASONRY	091 STUCCO	136 GRAVITY	ELEVATOR	215 COUNTER TILE	238						278 BR. BA.	NOT YET
054	092 SIDING	137	181 HYDRAULIC	216 " FORM., PL. MBL	239						279 TOTAL UNITS	CUT
TRIM	093	138 REFRIG.	182 ELECTRIC								280 NO. STUDIO	MERGE
061 WOOD	VENEER:	139 HEAT PUMP	183 NO. STOPS								UNIT FACTORS	
062 BRICK	095 L/F	140 THRU-WALL	184 CAP. (100#)								291 □ /UNIT	
063 STONE	SLIDING DOORS	141 TONS									292 RCLD/UN	021 REINDEX

APPRAISER	ASSMT CLK	INT. VIEW	NO INT. VW.	DIAG	CLERK	K.P.
	RR		708828			

09-492-12-68

FORM 6 PARCEL 4-14

Building Description Blank

LOS ANGELES COUNTY ASSESSOR'S OFFICE

Index BOOK 5321 PAGE 12

ST. NO. 1806 Camden St

TRACT 1091

LOT NO. 39 BLOCK NO.

EXAMINED BY Ring DATE 11-18-1947

CLASS
Bungalow
Single
Double
Residence
California
Dwelling
Cottage
Factory
Warehouse
Church
School
Garage
Barn Stable
Shed
Poultry House
Store
Auto Court
Bungalow Court
Flat Studio
Apartment
No. Units
Area per:
Unit
Room
Plb. Fixt.

FOUNDATION
Concrete Brick
Hillside Stone
Cross Walls Wood
Steel Joists Piers

BASEMENT
feet x
feet x
feet deep
@ sq. ft.

EXTERIOR
1 1½ 2 3 Story
Stucco Rustic
Shakes B & B
Siding Shingle
Sheet Steel T & G
Wide Siding
Knotty Pine
Vertical Siding
Plaster on Tile
Asbestos Siding
Brick Veneer
Corrugated Iron
Flat Galv. Iron
Transite
Frame: Wood Steel

ROOF
Flat ¼ ½ 2/3 ¾
Hip Shed Monitor
Gables Dormers
Sawtooth Cut up
Copper Shingle
Shakes Gravel
Sheet Steel Slate
Corrugated Iron
Flat Galv. Iron
Composition
Compo Shingle
Asbestos Shingles
Transite
Tile Trim
Tile
¼ 1/3 ½ ¾ Full
Wood Steel Truss
Span ft.

HEATING
Fireplace Single Dbl.
Insulation
Gas Furnace
No. Pipes Units
Gas Radiators
Elec. Heaters
Blower Furnace
Floor Furnace
Wall Heaters
Ventilating Sys.
Washed Air
Refrig. Air H.P.

PLUMBING
No. of Fixtures 5
Cheap Good
Medium Special

Bath			
Tile Floor			
Tile-Trim			
Tile Walls			
Height			
Shower			
Over Tub			
Stall			
Tile Walls			
Glass D'r.			
Tile Pull'n			

LIGHTING
Cheap Good
Medium Special

EXT. FEATURES
Steel Sash All Part
Cop. Spouts Screens
Galv. " "
Trim-Tile, Plaster
" Stone, Wood, Brk.
Cornice Boxed

INSIDE FINISH
Plaster Sand, Putty
Interior Stucco
Knotty Pine Ply-Bd.
Gypsum Celotex
Plaster-Board
Walls Panelled
Paint Paper
Unfinished
Woodwork, Plain Fcy

BUILT-INS
Refrigerator
Elec., Gas, Ice
Buffet Bookcases
Patent Beds Ext
Cedar Closets 1921
Venetian Blinds

BUILT
1925
1927

CLASSIFICATION

Cheap	Depr. Rate
M'dium	
Good	2½
Spec'l	

Check Sanitas	B	1	2	3
( ) Living Room		1		
( ) Living-Dining Combination				
( ) Bedrooms		1		
( ) Dressing Rm.				
( ) Bathroom		1		
( ) " No Tub				
Tile ( ) ( ) Kitchen		1		
( ) Bfst. R. or N.				
Plank ( ) Hdwd. Floors		ab		
Hdwd. Doors Hdwd. Finish				

P. C. by	Date	%	P.C. Val.

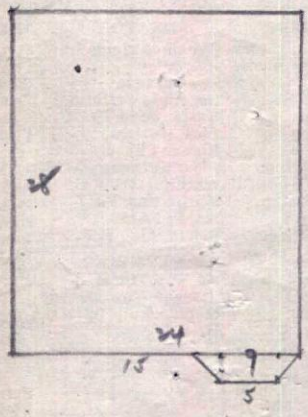
BUILDING VALUE

Year	1948	1958
No. Sq. Feet	686	686
@ $	2.10	2.70
Build. Value	1446	1852
Bas't. Value		
Garage Value		
Office Value		
Other Value		
Total Value	1446	1852

Year	Depr.	Spec. Depr.	Depr. Value	Assessed Value	Year	Depr.	Spec. Depr.	Depr. Value	Assessed Value
1948	573	-	825	410					
57		1.10		450					
58	603	1.10	1227	628					

LOCATION IF CUT
BY
DATE

E. ON M. B. ON
BY
DATE



20

'72 GAR
STUCCO, SLAB
GAB, COMP. SHGL. 20

24 x 28 = 672

$\frac{5+9}{2} = 7 \times 2 = 14$

686.

GAR 20 x 20 = 400 ft

1958 - Revolved % interior alterations incl: Tile Drain Board Part new windows new wiring - paint etc. Bowohue & Locker - 11/3/58

#38218 12/2/57. 150 FURNACE N.A.V. Reg 9/22/58.

OWNER'S NAME William Briggs

C. F. CHECKED			PERMIT NO.	DATE	AMOUNT
11-20-47					
COMPT. CHECKED	MB	Jm	16134	4/23/47	500
E. ON	Dams	marsh			Add Rd
M. B.					
DATE	11/25/47	1/20/58			Pm
COMPARED			38112	9/19/57	1100 Sht Add

Exhibit 6a

Camden Court Subdivision

Maps (Original)

36

15+178+9 178 179

36

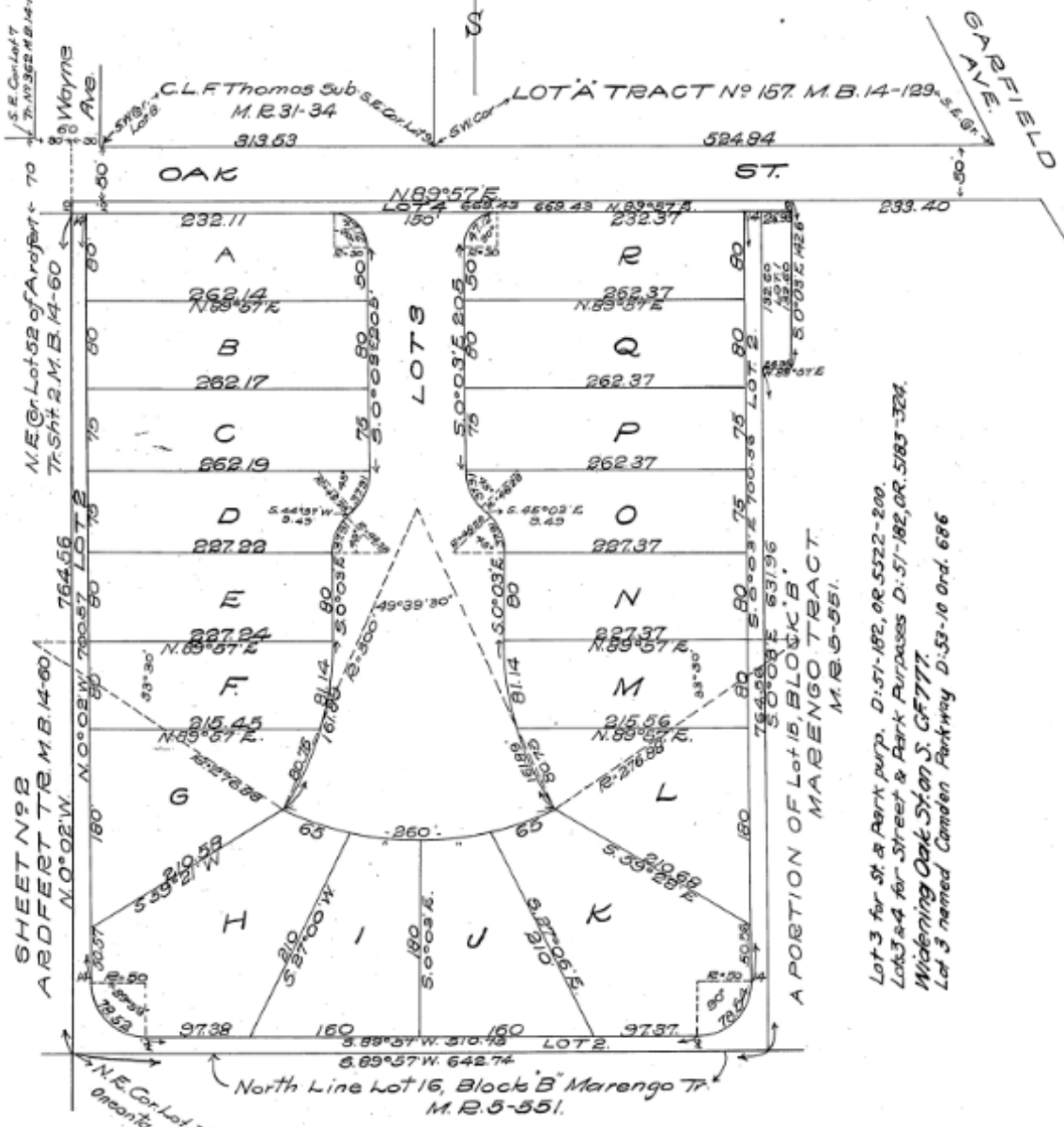
CAMDEN COURT

In South Pasadena. A Subdivision of a portion of Lot 15, Block B, Marengo Tract as per map of the same, recorded in Book 5, Page 551, of Miscellaneous Records of Los Angeles County, California.

Ben F. Dubuy, City Engineer of South Pasadena

November 1909

Scale 1 inch = 100 feet.



Proprietors Lyons Dividends Co.
All night and day Bank of Los Angeles.

Recorded Dec. 23, 1909.
The John C. Marble Co. Mortgagee

A59 Sht 1

Exhibit 6b

Camden Court Subdivision

Maps (Modified)

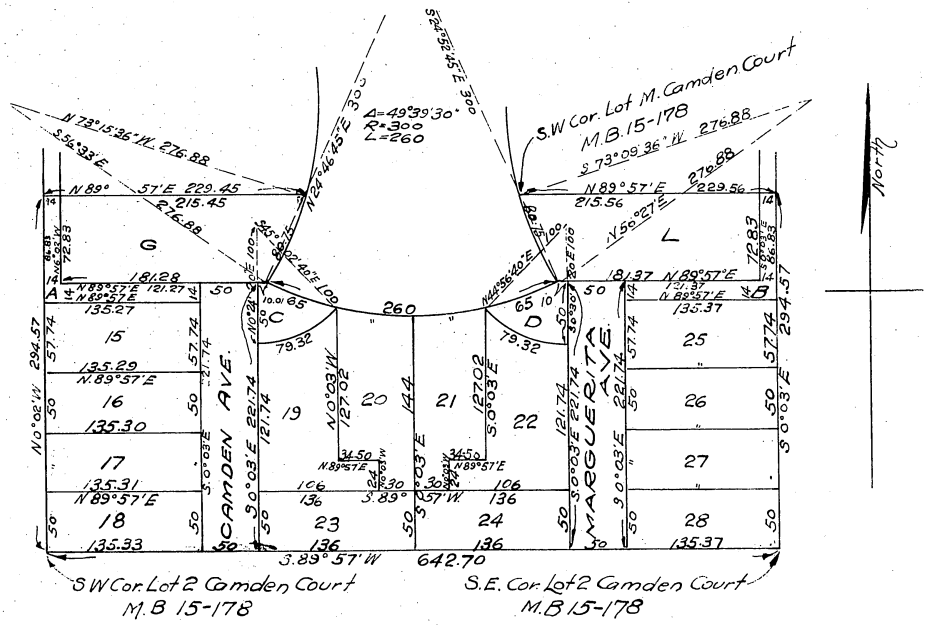
TRACT NO. 1017

in South Pasadena

Being a subdivision of Lots G, H, I, J, K, L, and a portion of Lot 2 of Camden Court as per map of the same recorded in Book 15 pages 178 and 179, of Maps records of Los Angeles County

September 1911 Survey and Map by Ben F. Dupuy City Engineer of South Pasadena, California.

Scale - 1" = 100'



Lots C and D for St. purp. D:51-182, OR 5554-83
Owners :- Olie I. Cowdin
Arthur W. Cowdin
by Los Angeles Abstract and Trust Co. Atty. in fact.
Mortgagees:- All Night and Day Bank.
The John M.C. Marble Co.
Carolyn E. Lyons
Marguerita Ave changed to Court Ave. D:25-224 Ord 376

Recorded Nov. 14. 1911 A.592 Sheet 1/2

Exhibit 6c

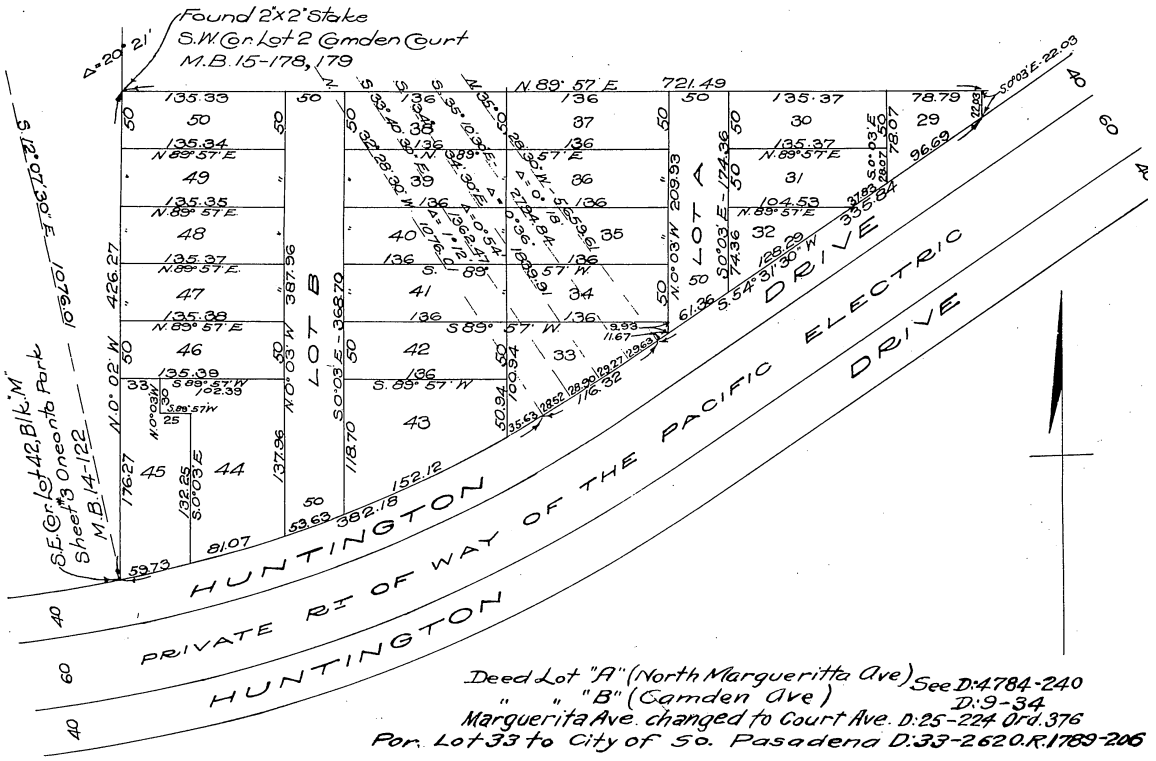
Camden Court Subdivision

Maps (Extension)

18-104
47

TRACT No. 1091

in South Pasadena
Being a subdivision of a portion of
Lot 16 Block "B" Marengo Tract
as per map of the same recorded in Book 5
page 551 of Miscellaneous Records of
Los Angeles County.
August, 1911. Survey and Map by Ben F. Dupuy.
City Engineer of South Pasadena, Calif.
Scale 1"=100'



Deed Lot "A" (North Marguerita Ave) See D:4784-240
" " "B" (Camden Ave) D:9-34
Marguerita Ave. changed to Court Ave. D:25-224 Ord. 376
Por. Lot 33 to City of So. Pasadena D:33-2620. R.1789-206

Owners:- Pasadena Investment Co.

Recorded Sep. 12. 1911

Exhibit 7a

Los Angeles Times, “Dental College Commencement”, May 17, 1903

DENTAL COLLEGE COMMENCEMENT.
Los Angeles Times (1886-1922); May 17, 1903; ProQuest Historical Newspapers: Los Angeles Times
pg. B9

DENTAL COLLEGE COMMENCEMENT.

The commencement exercises of the College of Dentistry, University of Southern California, will take place at Simpson Auditorium next Tuesday evening at 8 o'clock, closing a prosperous year for the college, with an attendance of sixty students.

The exercises will be as follows: Invocation, Rev. John L. Pitner, D.D.; selection, Glee Club, University of Southern California; remarks, Rev. George F. Bovard, A.M., D.D., president of the University of Southern California; address, Rev. George Thomas Dowling, D.D.; selection, Glee Club; address for the faculty, Garrett Newkirk, M.D., dean; conferring of degrees; selection, Glee Club.

The graduates are William Albert Baker, William John Brizius, Bert Boyd, Kate Diantha Buck, Forney Edwin Burt, Paul Bernard Caler, Harry Walter Hack, William Raymond Honodel, John Morrison Kengy, John Parkhill Luccock, Seitaro Saitow, Charles Davis Stambaugh, George Lyman Stookey, William Hamilton Lee Symington, Genette Frances Weaverling, Walter John Wallace.

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Exhibit 7b

Los Angeles Times, “500 Dentists to Gather for Science Talks”, April 25, 1955

500 Dentists to Gather for Science Talks
Los Angeles Times (1923-1995); Apr 24, 1955; ProQuest Historical Newspapers: Los Angeles Times
pg. B3



SPEAKER — Dr. Hermann Becks will address gathering of dentists at Statler.

500 Dentists to Gather for Science Talks

Vitamin deficiencies will be discussed before 500 dentists who will gather in the Statler Hotel Tuesday afternoon and evening for the annual scientific meeting of the Los Angeles Dental Society. Thirty-three pioneer local dentists will be honored.

Principal speaker will be Dr. Hermann Becks, head of dental medicine at the University of California, San Francisco. He is a national authority on dietary causes of tooth decay.

Service Plaques

As a tribute to pioneer dental contributions, the meeting will be dedicated to 33 members of the Los Angeles Society, who this year are celebrating 50 or more years of dental practice.

The 50-year awards will be presented to:

Drs. Edwin Raymond Kibler, Harry Ernest Jordan, Maxwell Merton Dixon, James S. Montague, William Lehman Lowder, Robert Christopher McAvoy, C. J. Apablasa, Bert Boyd, A. B. Stewart, Lawson W. Downs, William John Brizius, Charles E. Burt, H. B. Bishopp, H. S. Brown, E. M. Harwood and George Knapp, all residents of Los Angeles.

In surrounding communities, tribute will be paid to Drs. Harry Charles Newman, Beverly Hills; Harry Irving Down and John Edward Taylor, Hollywood; Henry Edward Piner, Arthur Savage, Huntington Park; Chester Grey Skinner, Alhambra; Arthur Whomes, San Marino; Arthur L. Shellhorn, San Gabriel; Paul Caler, Arcadia; Curtis Kent, Whittier; Edward E. Kirtlan, Pasadena; Herbert Charles King and J. W. Needles, Glendale; H. E. Ransom, Sun Valley; Frederic Curtis Locklin, Carlsbad; Carl D. Lucas, Oceanside, and Clayton M. McCauley, Palm Springs.

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Exhibit 8

Los Angeles Times, "Camden Court New Unique Subdivision", February 27,

CAMDEN COURT NEW UNIQUE SUBDIVISION.
Los Angeles Times (1886-1922); Feb 27, 1910; ProQuest Historical Newspapers: Los Angeles Times
pg. VI1

LITTLE KINGDOM UNTO ITSELF.

CAMDEN COURT NEW UNIQUE SUBDIVISION.

ONE of the smallest and probably the most unique and attractive tracts yet prepared for the market in the suburban areas near Los Angeles, is that known as Camden Court in the Oneonta Park section of South Pasadena. Comprising exactly eighteen large lots, and a bare 800 feet in width, by about the same depth, this beautiful residence park is being cut into the midst of a magnificent grove of sixteen-year-old orange trees. It is a little principality unto itself. D. E. Lyons, its owner, is expending a small fortune in perfecting his plans for its development.

The unique subdivision fronts on Oak street, and is just south of Garfield avenue. It is quite close to La Senda station. It is divided by a boulevard 110 feet wide in the middle of which is a handsome parkway. This avenue extends to the frontages of the rear lots and is to be used exclusively for the carriages and automobiles of the residents of Camden Court. A private driveway touching the rear of every lot extends from Oak street completely around the park. This will be used by delivery wagons only. One of the most beautiful features of the arrangement is the parking within the inner curving of the main boulevard. This is being set to rare shrubs and elaborately gardened. The surroundings walks are all of crushed granite.

Within this area of green a grotto is being built of Riverside granite. A goldfish pond and rustic bridges are features of the treatment. The Oak-street entrance is through handsome stone gates and the entire 800 feet frontage is enclosed within an ornamental concrete fence surmounted with ornamental iron railings. The entire work of landscaping is being done under the auspices of R. W. Latham.

The lots themselves range in size from 80x232 feet to triangular pieces a third of an acre in extent. All face on the entrance driveway and are set to beautiful orange trees, many of which must be sacrificed, as the dwellings of the court are erected. All residences are to set back uniformly thirty-five feet from the walk line. The owner of the tract will erect the first house. One lot has been sold to J. S. Moore, formerly vice-president of the All Night and Day Bank, for a consideration of $4000. The building restrictions are $3000.

Mr. Lyons bought the tract in 1906 for $40,000, and has held it ever since with the idea of eventually improving it as he is now doing. He has been in Los Angeles for the past five years, during which time he has promoted his own property exclusively. Before coming to this section he was a resident of Des Moines, Iowa, in which city he laid out many choice subdivisions.

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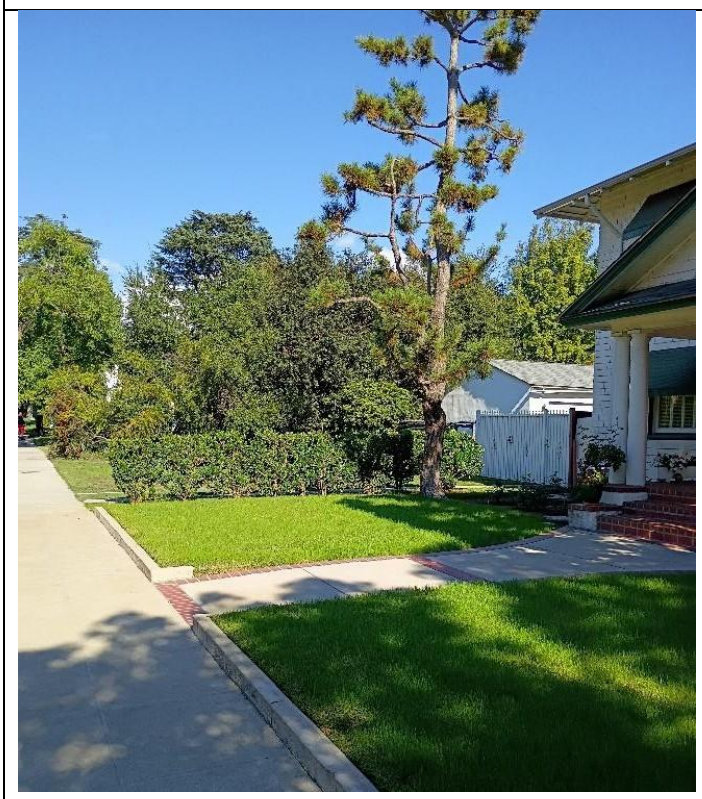
Exhibit 9

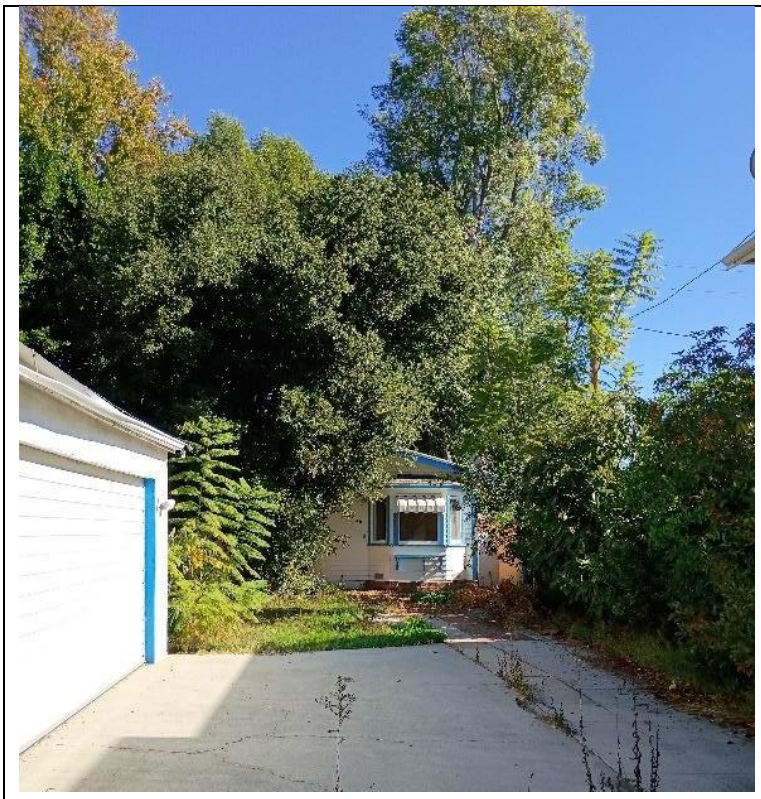
Subject Property
Photo Pages

November 2025

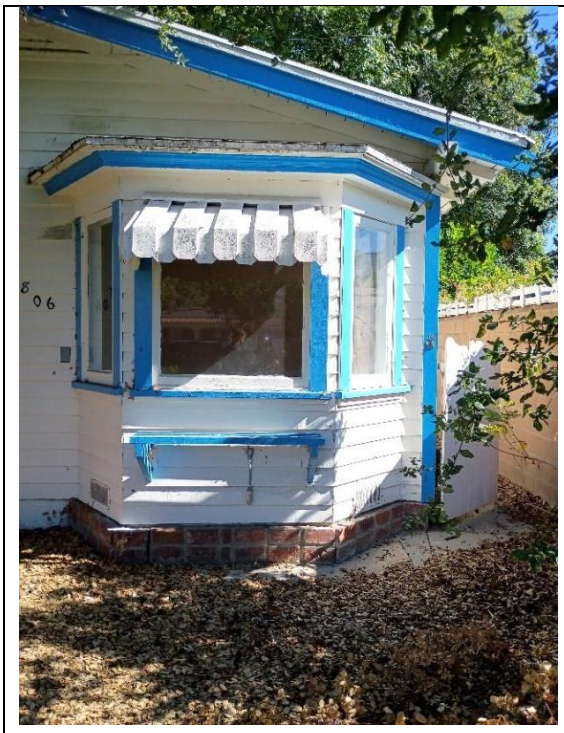
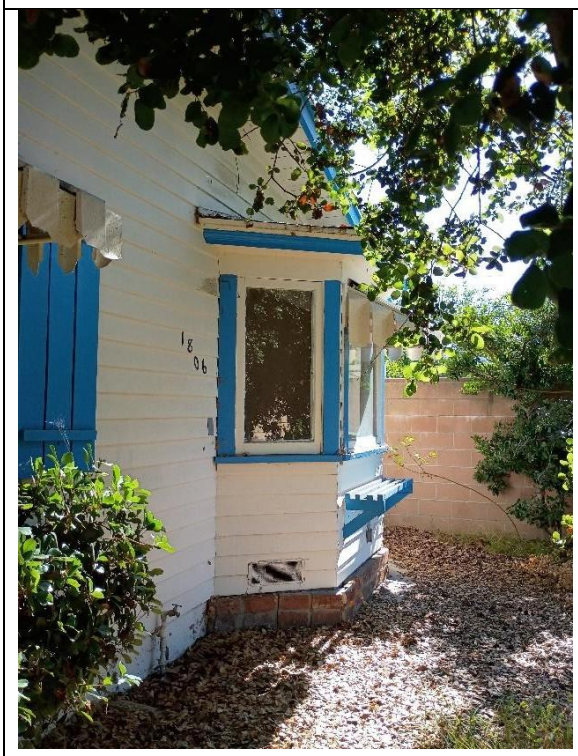
Property Front, Street View

	1. The property has a large setback, with a fence and gate that separates the two structures. A large garage is seen from the street, and the house is minimally visible. A driveway extends from the sidewalk to the interior of the property. A white metal gate provides access.
	2. From the sidewalk view, the garage is seen behind the fence and gate and has a larger setback than adjacent properties.

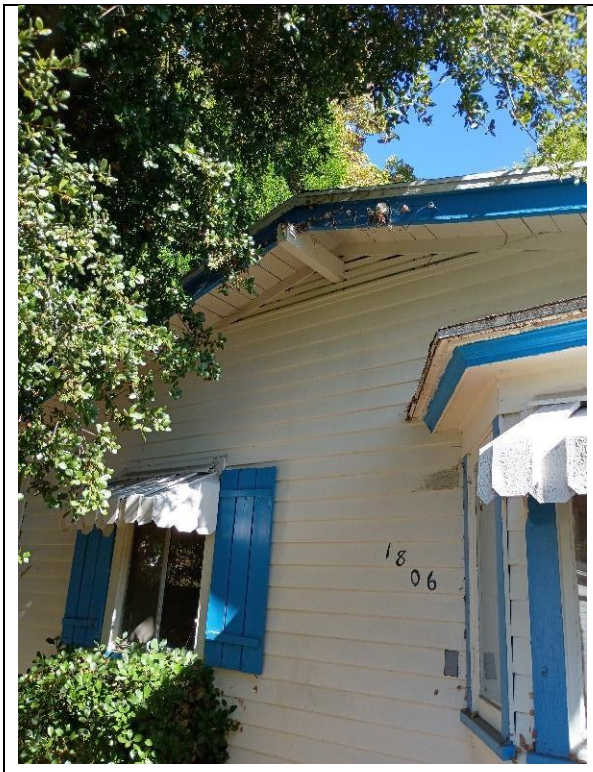
1806 Camden Avenue, South Pasadena

	3. The garage on the left is visible from the street and the house has an extreme setback and is minimally visible. The driveway extends to the front of the house.
	4. The house façade has a broad low sloping front facing gable with two windows, one primary bay window and a secondary window. The front of the house does not have an entry, it is located at the side.

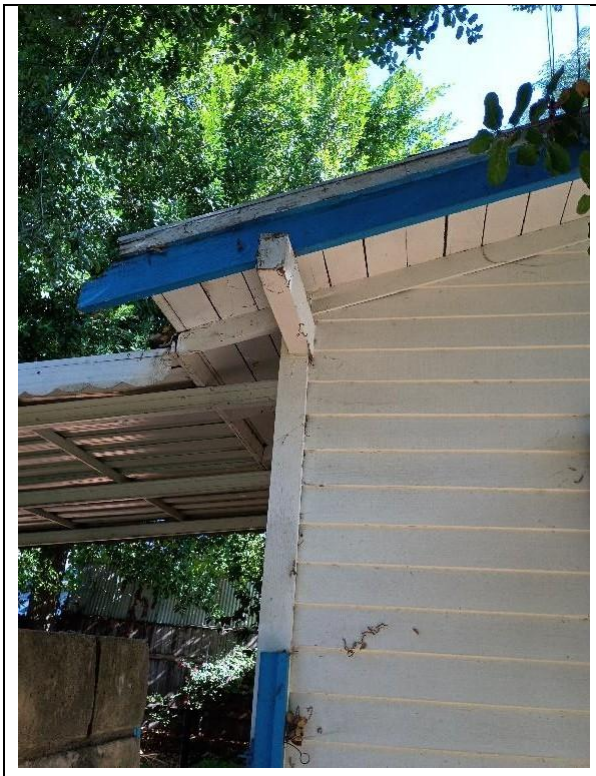
1806 Camden Avenue, South Pasadena

	5. The house has a prominent bay window, three parts, under the gable. Based on Sanborn maps this window unit was not a part of the original construction. Assessor building records indicate it was likely added in the late 1940s.
	6. A profile view of the bay window shows the hood/roof, trimming around windows, an added shelf, and a brick foundation.

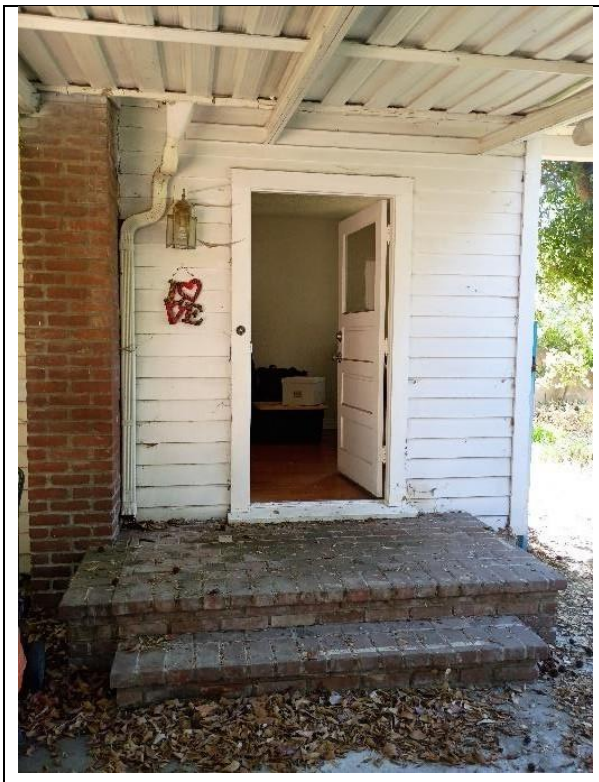
1806 Camden Avenue, South Pasadena

	7. The house is clad in wood horizontal lap siding on all sides. The gable peak is supported by a rafter that extends beyond the overhang. A roof vent is found under the gable. The roof pitch is low.
	8. The façade secondary window has an aluminum canopy similar to the bay window, and painted wood shutters on each side.

1806 Camden Avenue, South Pasadena

	9. Rafters are found on each end of the front gable roof. The home has wide overhangs and rafter tails. These features are characteristic of the Craftsman style.
	10. The bathroom wood window shows a strong profile and is characteristic of the Craftsman style.

1806 Camden Avenue, South Pasadena

	11. The side, north elevation, contains the front entry with a brick chimney (does not appear to be functional) to the left and a brick/stone stepped low profile porch floor with a low-height aluminum canopy above. The porch floor is minimally characteristic of the Craftsman style.
	12. The side elevation contains two windows and is clad in the same wood lap siding. Along with the roof overhang and rafter tails, these features are characteristic of the Craftsman style.

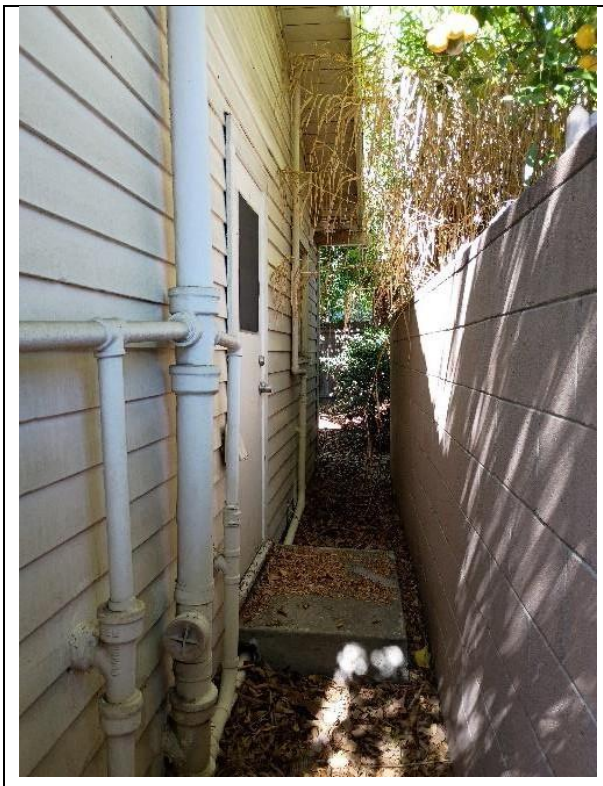
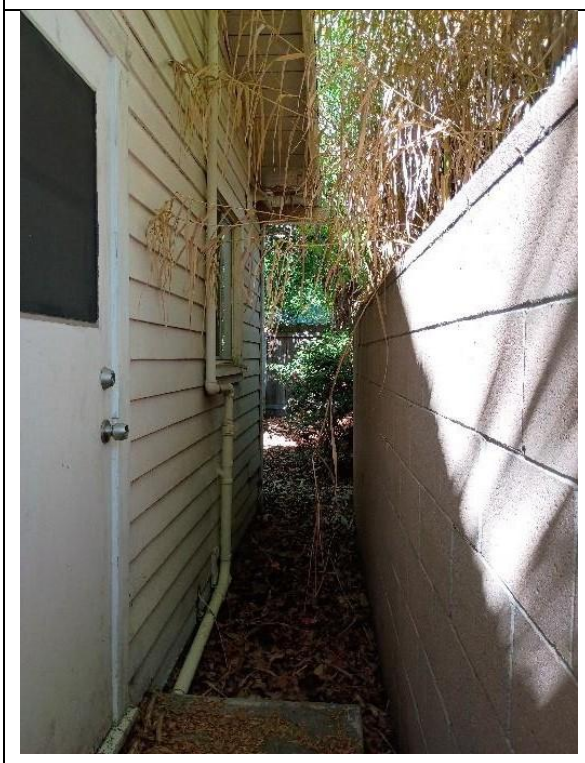
1806 Camden Avenue, South Pasadena

House Side, South Elevation

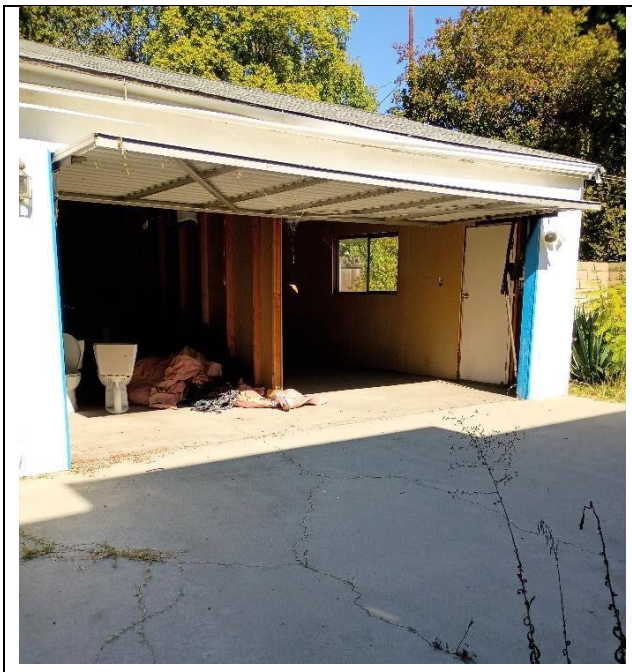
	13. The side, south elevation, contains three windows and the same wood lap siding and overhang with rafter tails. The side yard setback is minimal, approximately 5 feet.
	14. The side yard, contains the old utility panel door.

1806 Camden Avenue, South Pasadena

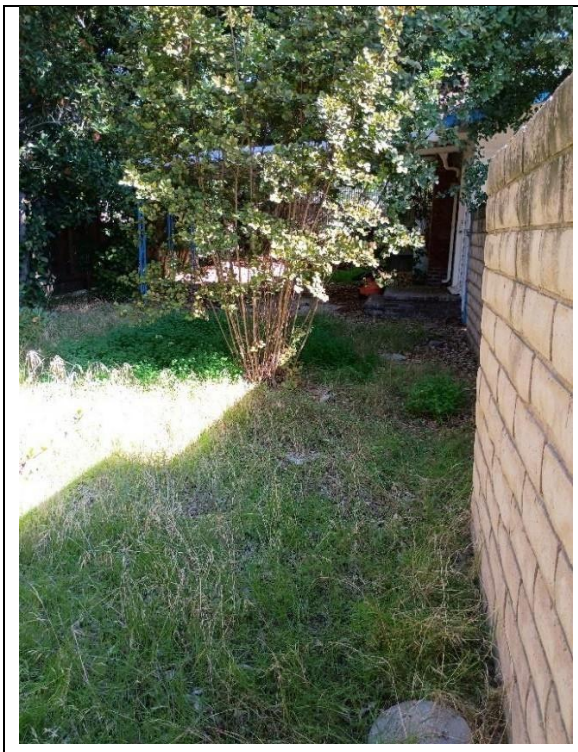
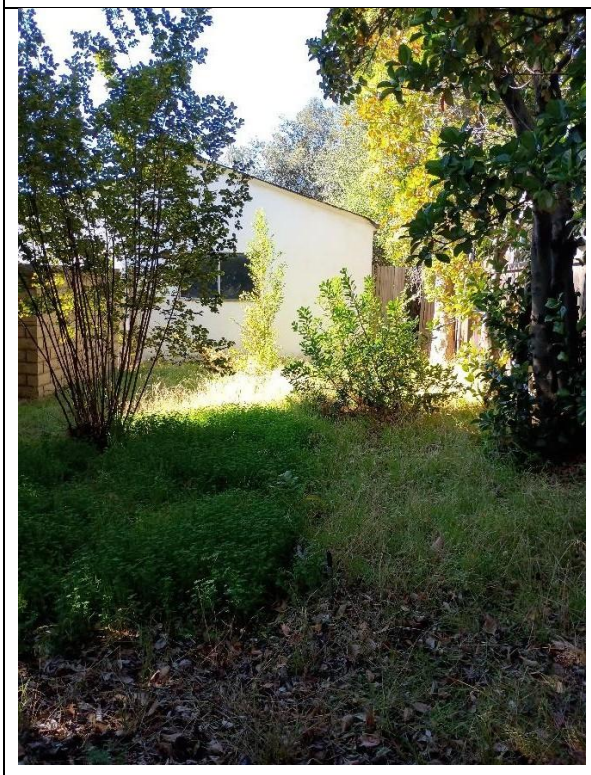
House Rear, East Elevation

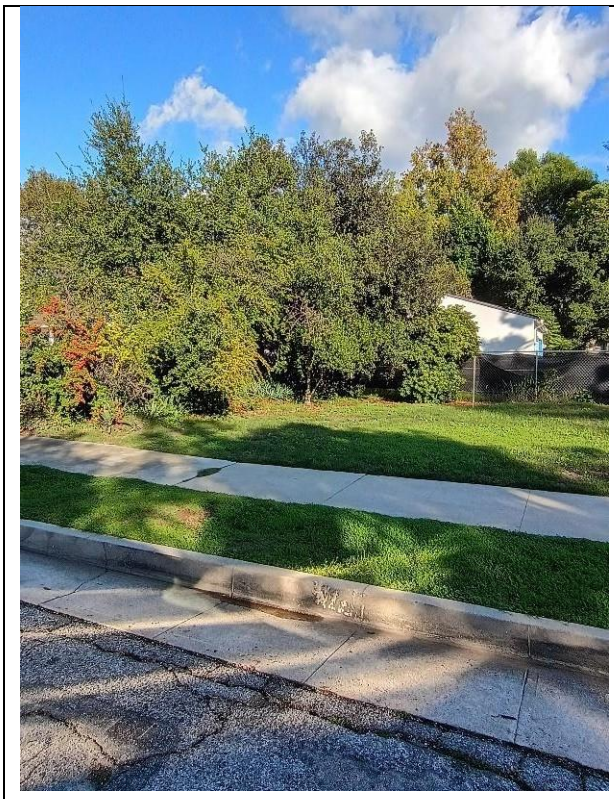
	15. The rear setback is extremely minimal at 3.5 feet. It contains the same wood lap siding and overhang.
	16. The rear contains a door and window and the same wood lap siding.

Garage

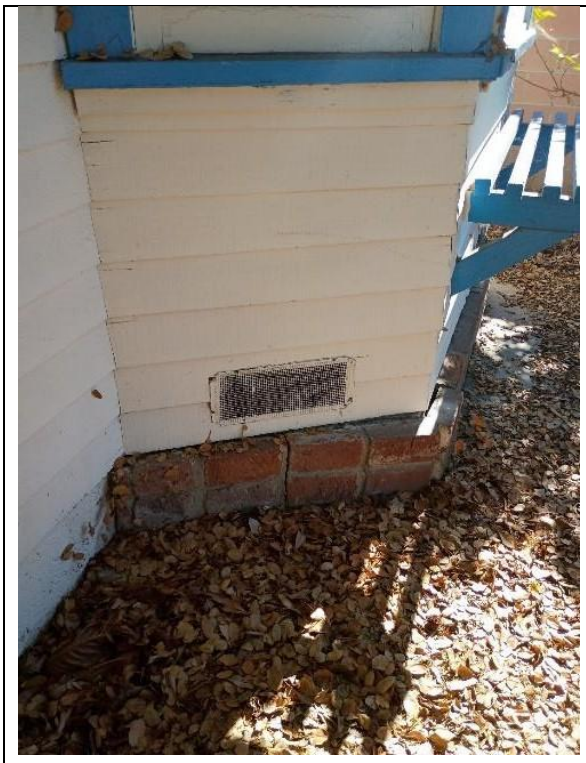
	17. The garage is a more modern addition to the property constructed in 1972. It is larger than a two-car garage and appears to have served additionally as a workshop. The overhead garage door faces the south, toward the driveway. A concrete slab surrounds the front of the garage opening.
	18. The garage sits behind the front fence and is clad in stucco, with a medium pitched roof with a side gable facing the street. The garage has no unique features and appears to have been constructed for utility purposes only. The garage, as the front structure, does not relate to the streetscape or the characteristic setbacks of surrounding properties.

1806 Camden Avenue, South Pasadena

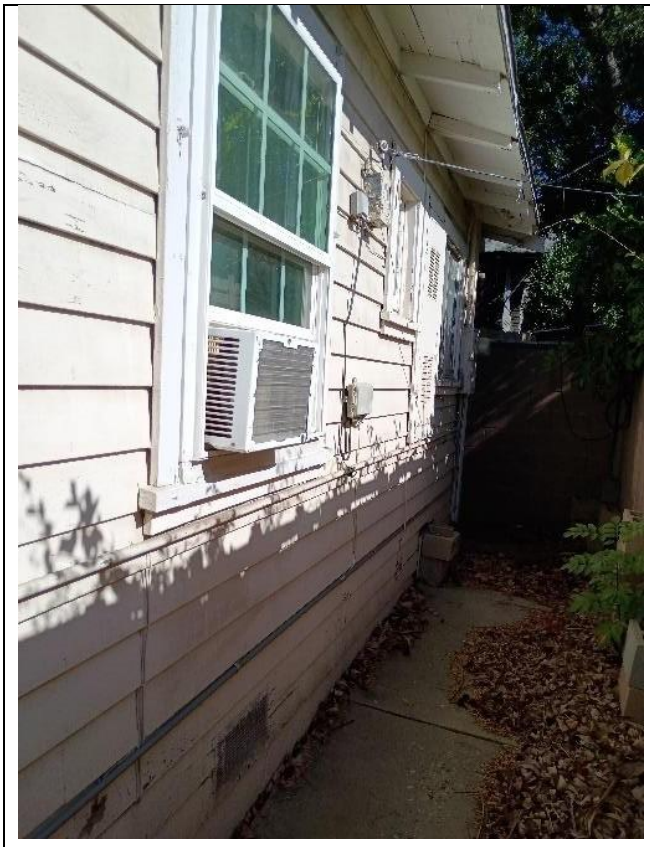
	19. The side yard, north facing, is wider and landscaped with overgrown vegetation. A wall separates the side yard and a wooden gate provides access.
	20. The side yard does not have any landscape design, although heavily covered with overgrown vegetation. It appears to be a combination of native plantings and ornamental plantings.

	21. The front of the property, at the northern boundary, is covered with heavy vegetation including native and ornamental plantings. The vegetation obscures the view of the garage and house, particularly since they sit behind the fence/gate. A grass area is between the sidewalk and fence.
	22. The vegetation on the property is dense. The front yard, in front of the fence, contains the mailbox, elevated sprinklers. The left side is a fixed chain link fence covered in black tarp and the right side is a painted white metal gate to access the property.

1806 Camden Avenue, South Pasadena

	23. The bay window box is a later addition to the house. It's not known what it replaced. The footing is constructed of brick.
	24. The bay window is a later addition to the house. The corbel style roofing/canopy extends out away from the house and has a generous overhang. An applied wooden shelf sits under the front window portion, and an aluminum canopy sits above.

1806 Camden Avenue, South Pasadena

	25. The original side window has been replaced with a vinyl/aluminum window and protrudes from the framing.
	26. The original front window has been replaced with an aluminum horizontal sliding window.

1806 Camden Avenue, South Pasadena

Exhibit 10a

Camden Court Assessor

Parcel Map – Index Map

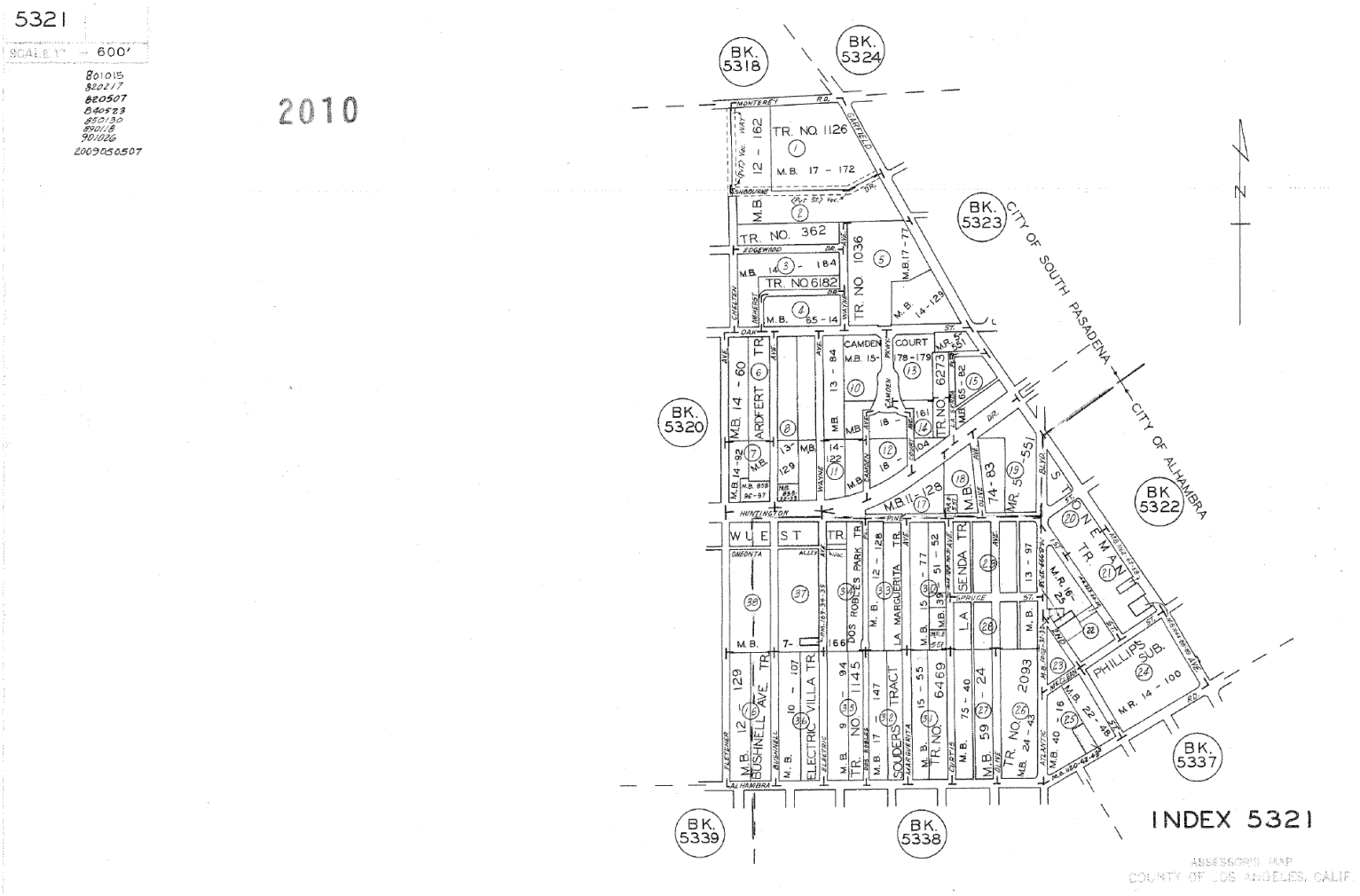
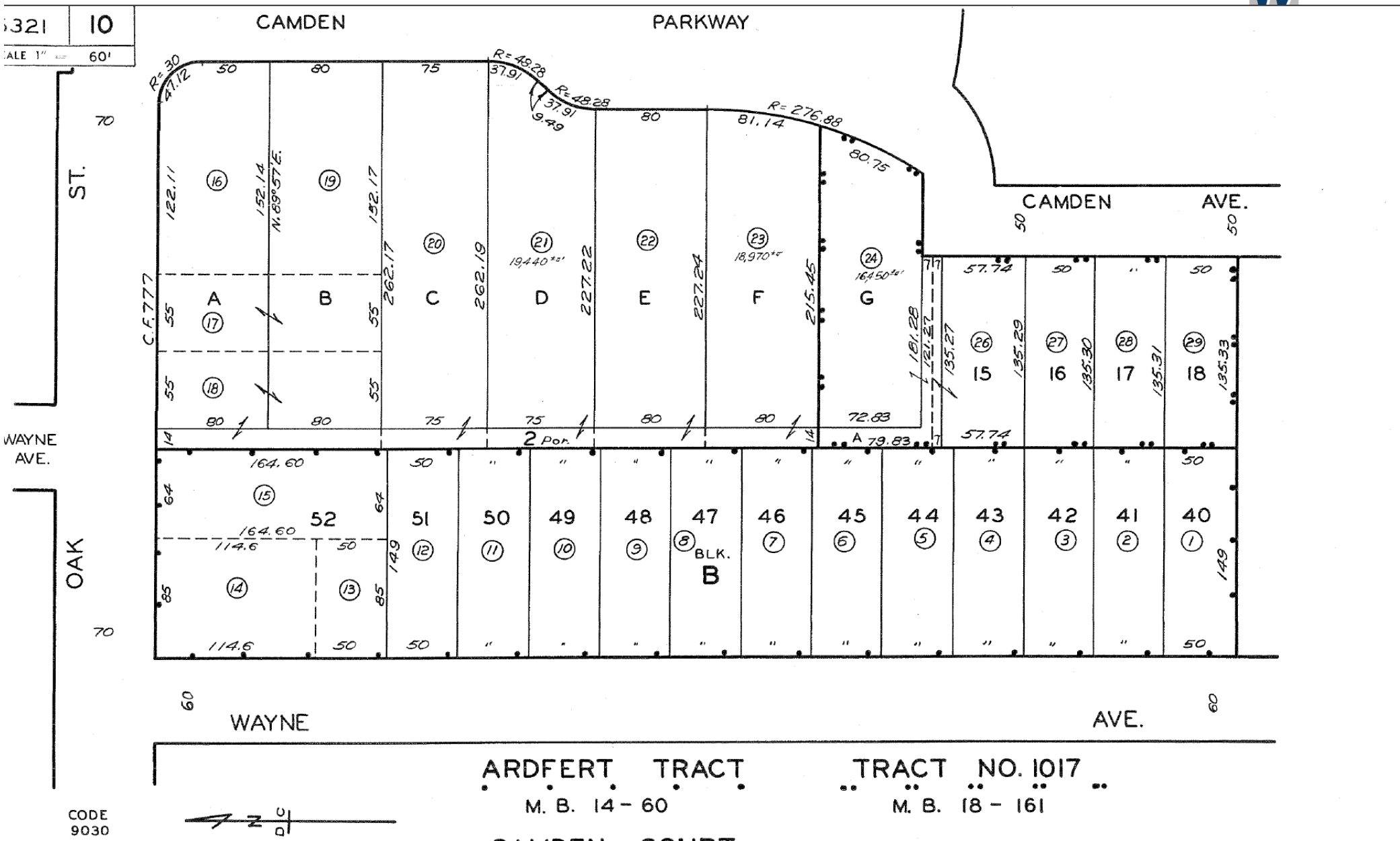

5321
SCALE 1" = 600'
801015
820217
820507
840523
850130
850118
901026
2009050507
2010
BK. 5318
BK. 5324
BK. 5323
BK. 5320
BK. 5322
BK. 5337
BK. 5339
BK. 5338
CITY OF SOUTH PASADENA
CITY OF ALHAMBRA
MONTEREY RD.
HUNTINGTON
ALHAMBRA
TR. NO. 1126
M.B. 17 - 172
TR. NO. 362
TR. NO 6182
TR. NO 1036
CAMDEN COURT
TR. NO 6273
ARDYERT TR
W U E S T TR
SENDA TR
LA MARGUERITA TR
ROBLES PARK TR
VILLA TR
BUSHNELL AVE. TR
SOUDERS TRACT
PHILLIPS SUB.
NEMAN TR
INDEX 5321
ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 10b

Camden Court Assessor

Parcel Map



CODE 9030

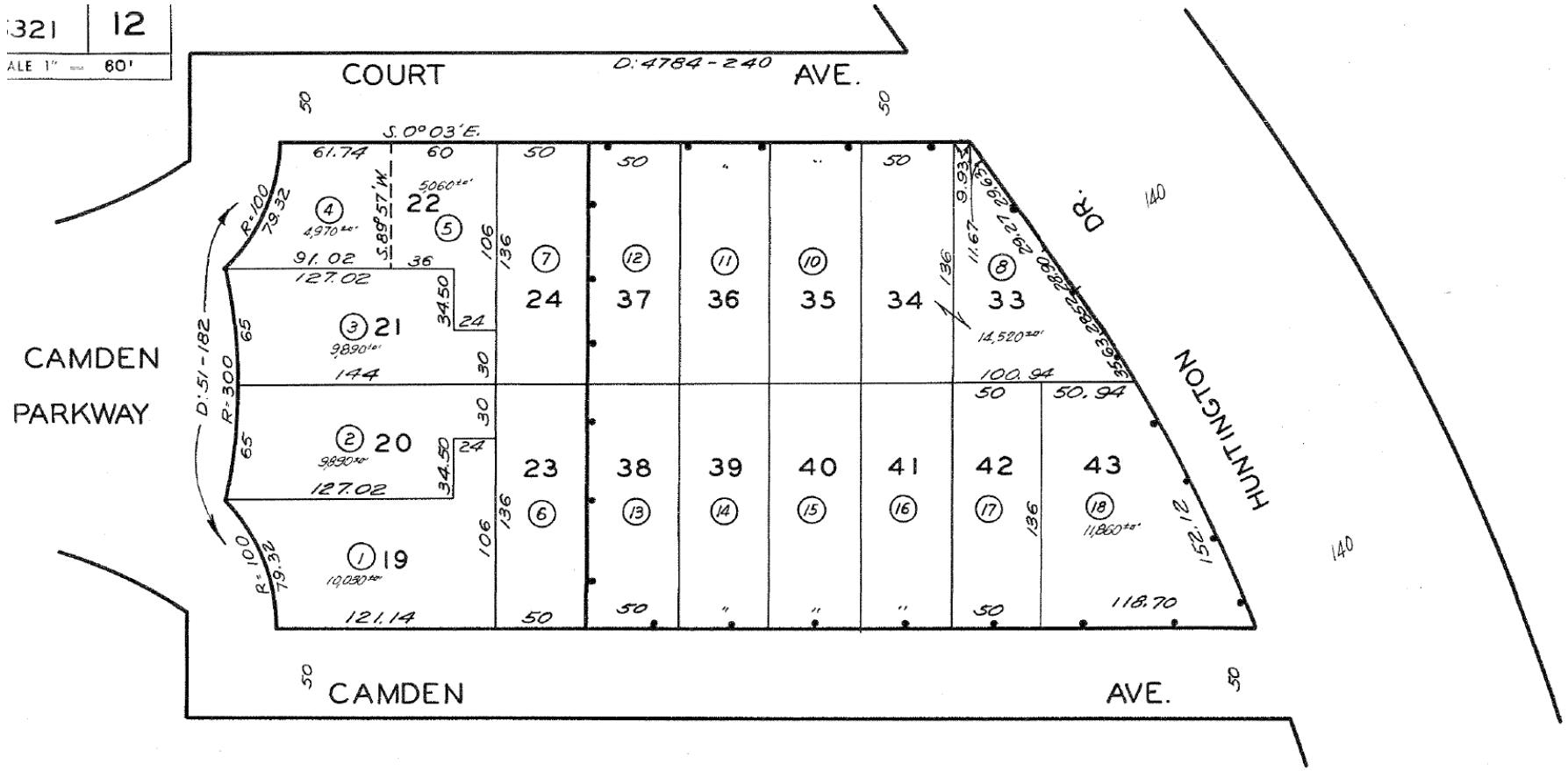
FOR PREV. ASSM'T. SEE: 1333-10

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 10c

Camden Court Assessor

Parcel Map



TRACT NO. 1017

M. B. 18 - 161

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-12

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

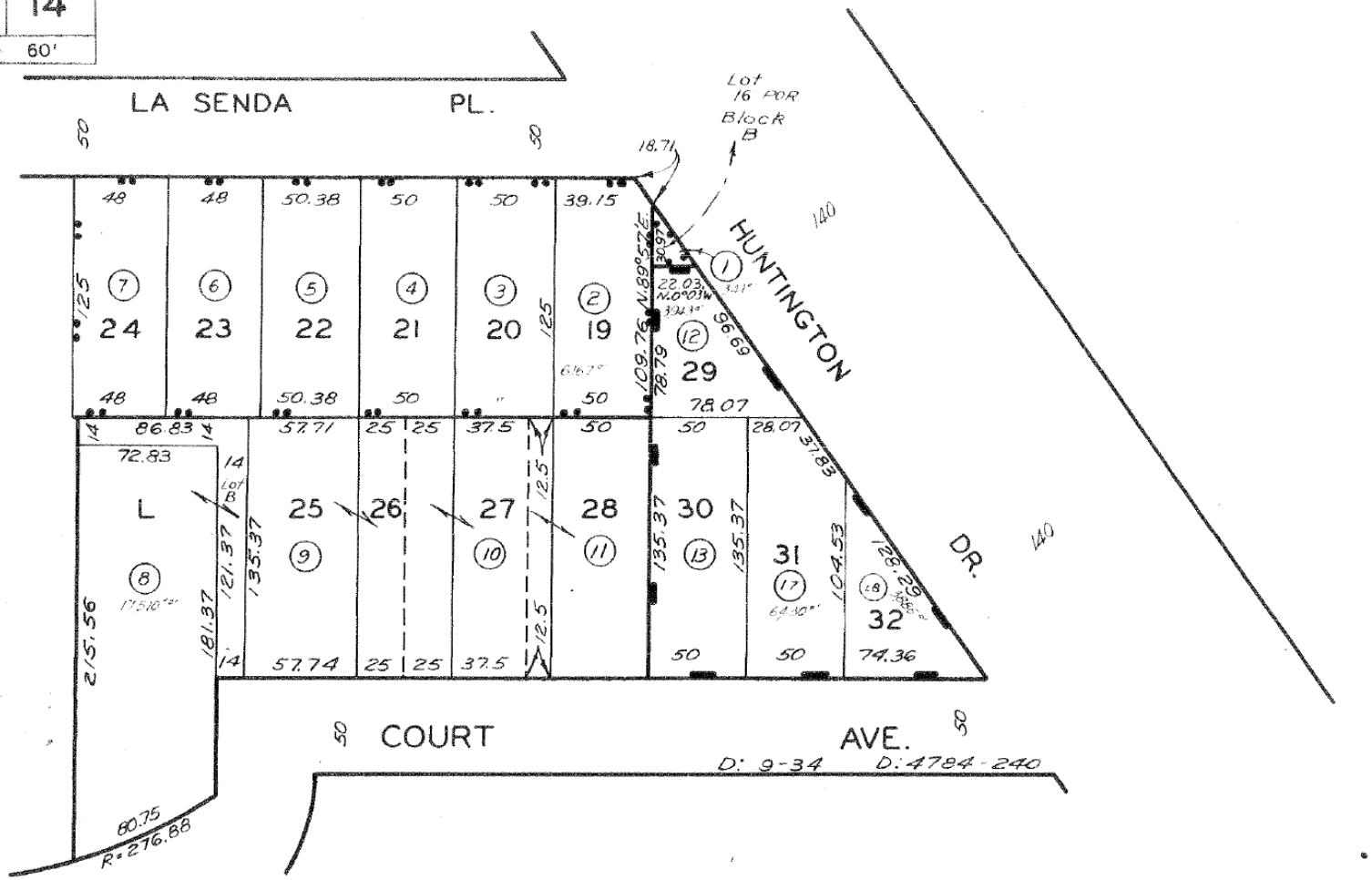
Exhibit 10d

Camden Court Assessor

Parcel Map

5321 | 14

SCALE 1" = 60'



CODE 9030

FOR PREV. ASSM'T. SEE: 1333-14

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

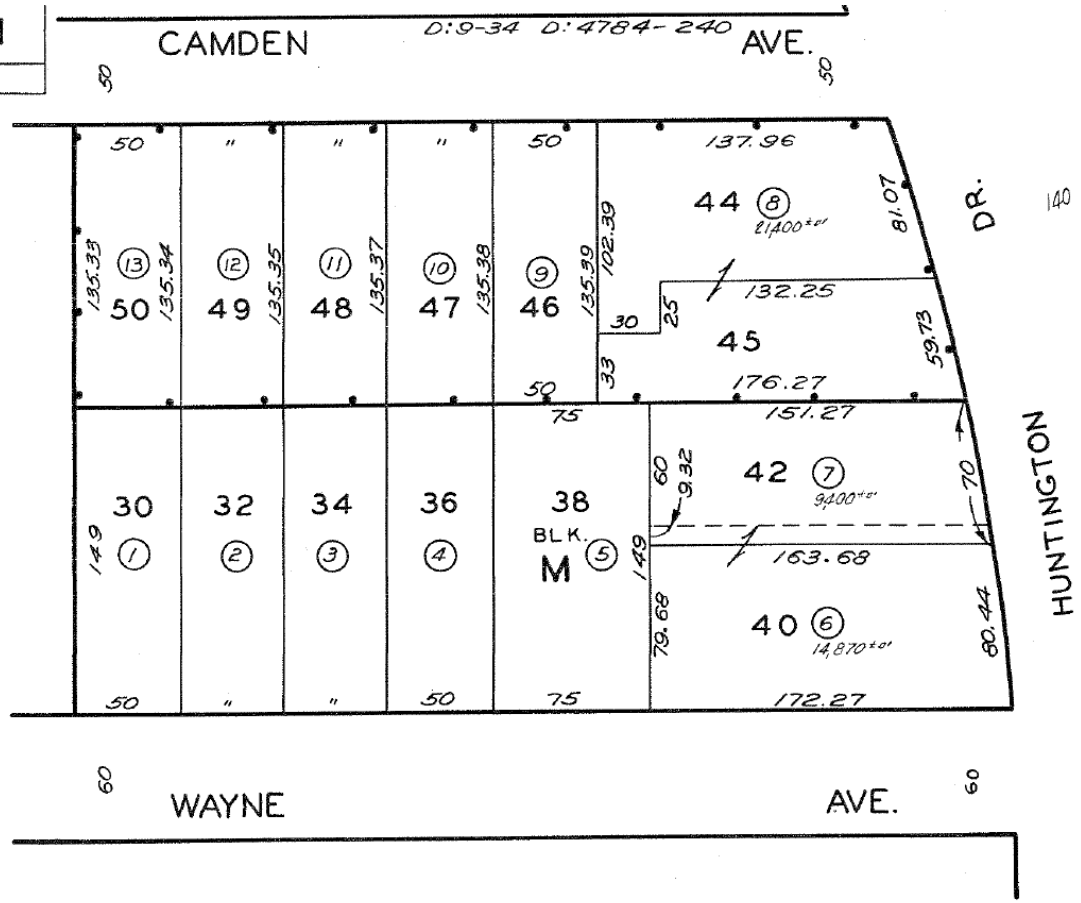
Exhibit 10e

Camden Court Assessor

Parcel Map

5321 | 11

ALE 1" = 60'



ONEONTA PARK

M. B. 14 - 122

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-11

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 10f

Camden Court Assessor

Parcel Map

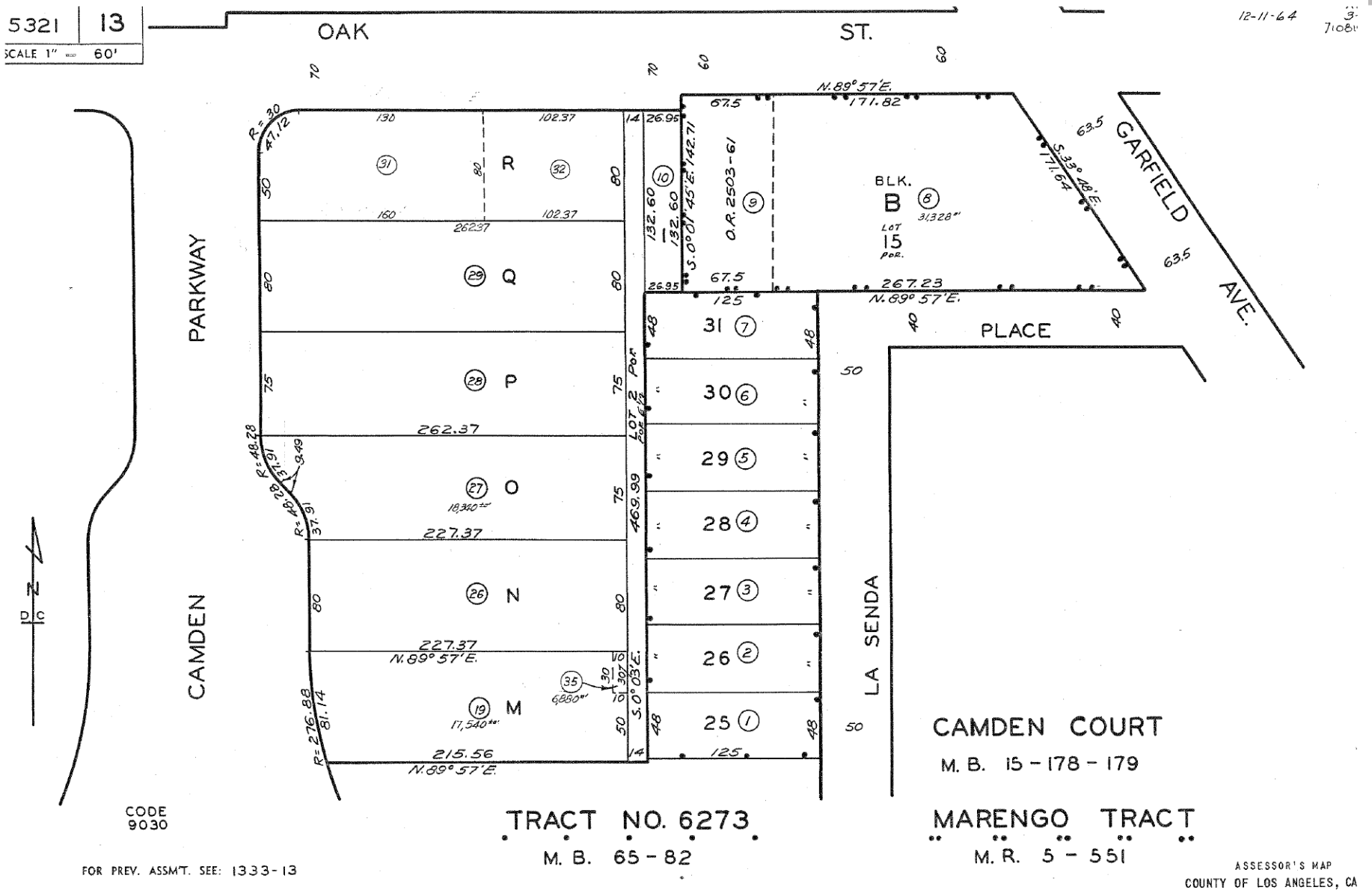
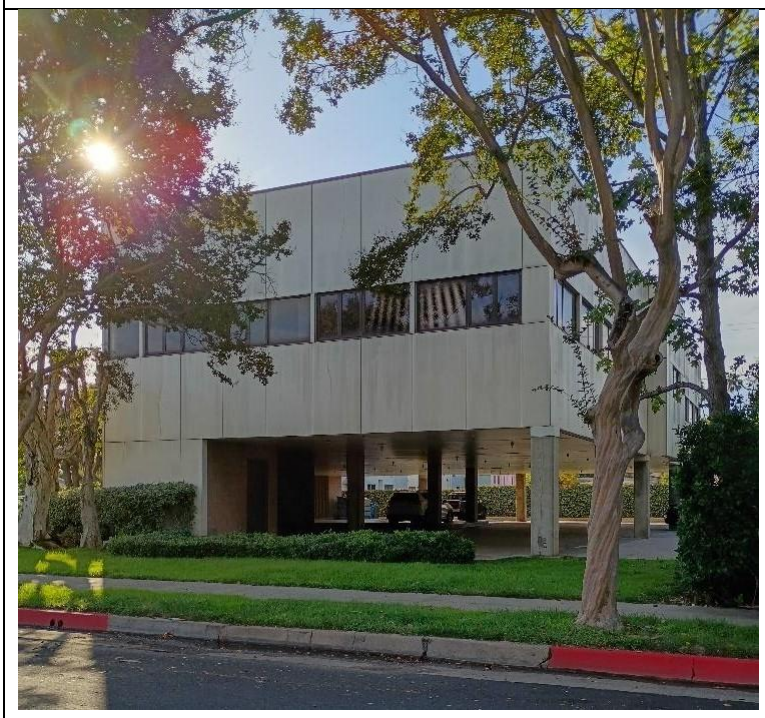
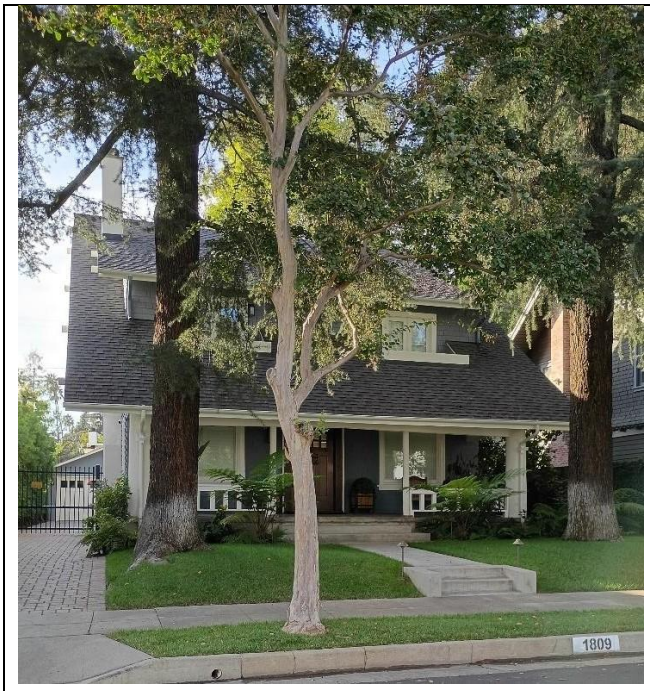
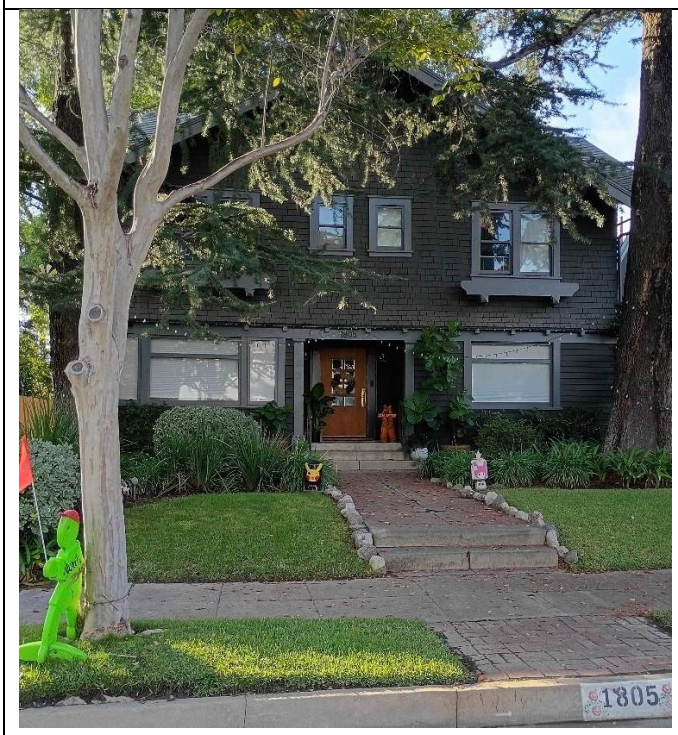

5321 | 13
SCALE 1" = 60'
OAK ST.
12-11-64
PARKWAY
CAMDEN
GARFIELD AVE.
PLACE
LA SENDA
CAMDEN COURT
M. B. 15 - 178 - 179
TRACT NO. 6273
M. B. 65 - 82
MARENGO TRACT
M. R. 5 - 551
CODE 9030
FOR PREV. ASSM'T. SEE: 1333-13
ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CA

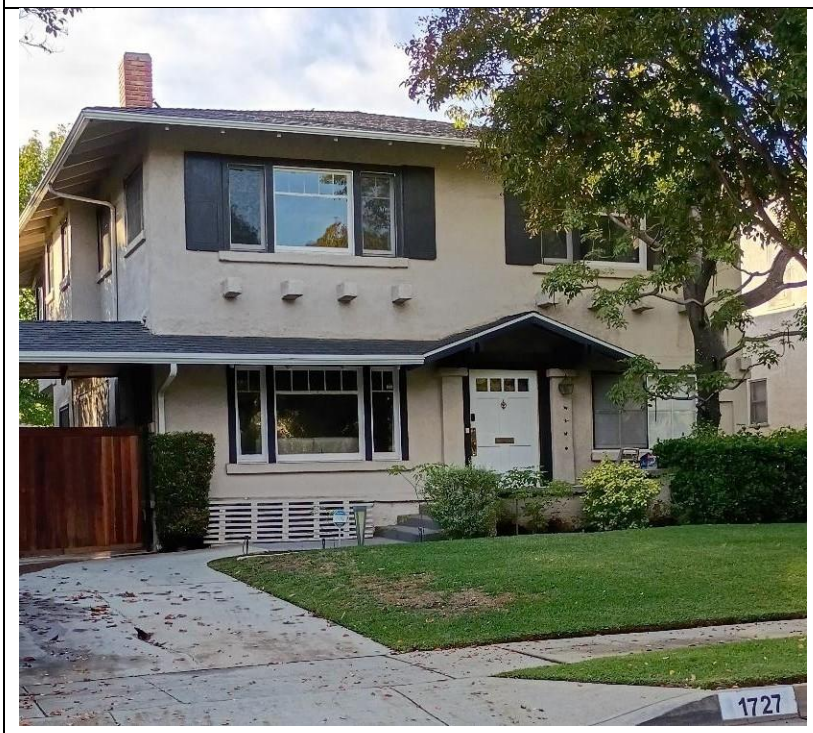
Exhibit 11a

Camden Court Photo Pages, Properties, November 2025

	1618 Camden Parkway
	2044 Huntington Drive

	1809 Court Avenue
	1805 Court Avenue

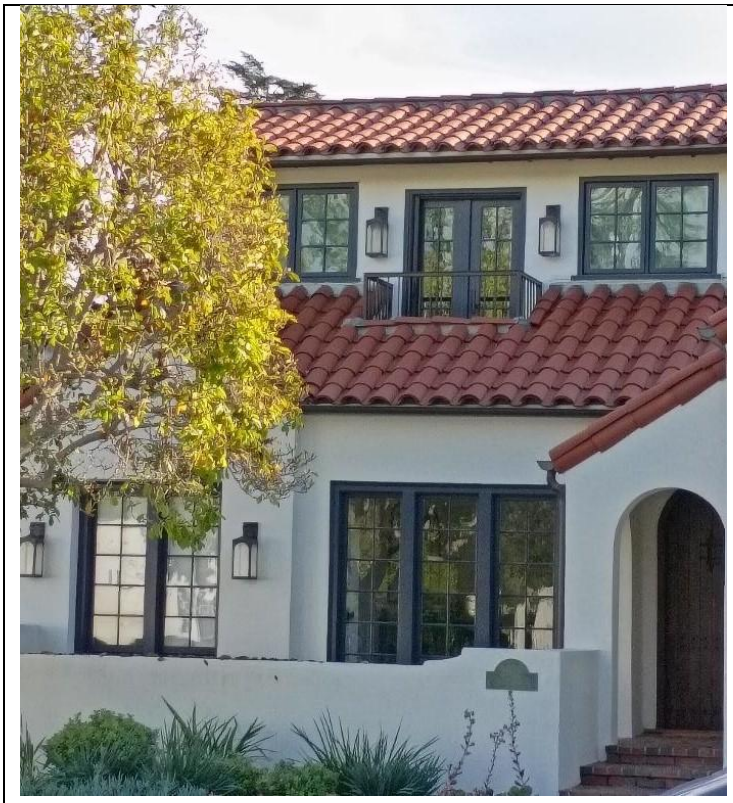
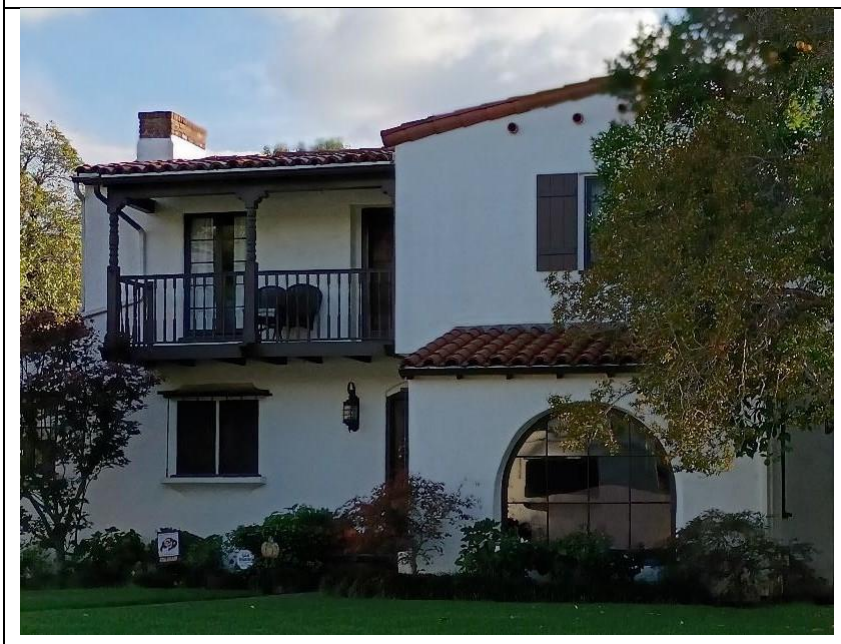
Camden Court Photo Pages (Properties), South Pasadena

	1801 Court Avenue
	1727 Court Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1721 Court Avenue
	2026 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	2022 Camden Parkway
	2018 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	2014 Camden Parkway
	1722 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1800 Camden Avenue
	1806 Camden Avenue (Subject Property)

Camden Court Photo Pages (Properties), South Pasadena

	1810 Camden Avenue
	1812/1814 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	Camden Avenue/ Huntington Drive Parking Lot
	1820-1826 Camden Avenue

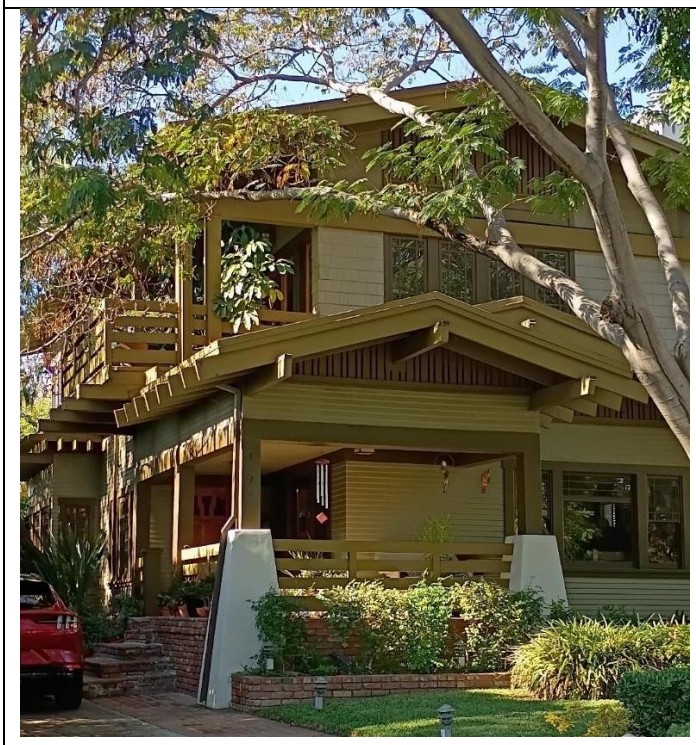
Camden Court Photo Pages (Properties), South Pasadena

	1628 Camden Parkway
	1700 Camden Parkway

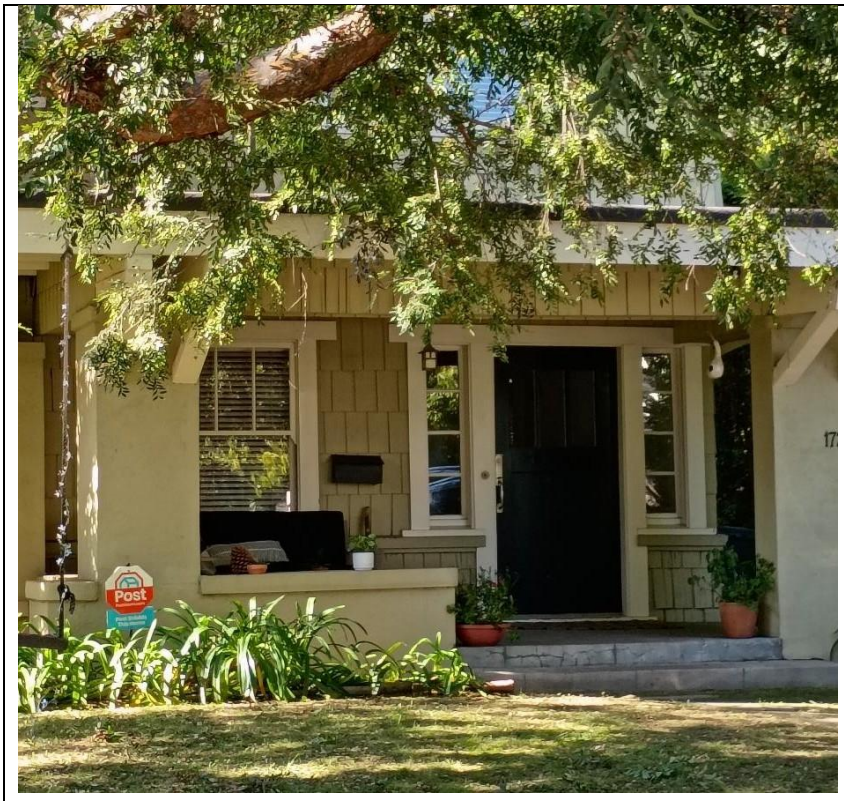
Camden Court Photo Pages (Properties), South Pasadena

	1707 Camden Parkway
	1711 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1717 Camden Avenue
	1723 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1725 Camden Avenue
	1803 Camden Avenue (Vacant Lot)

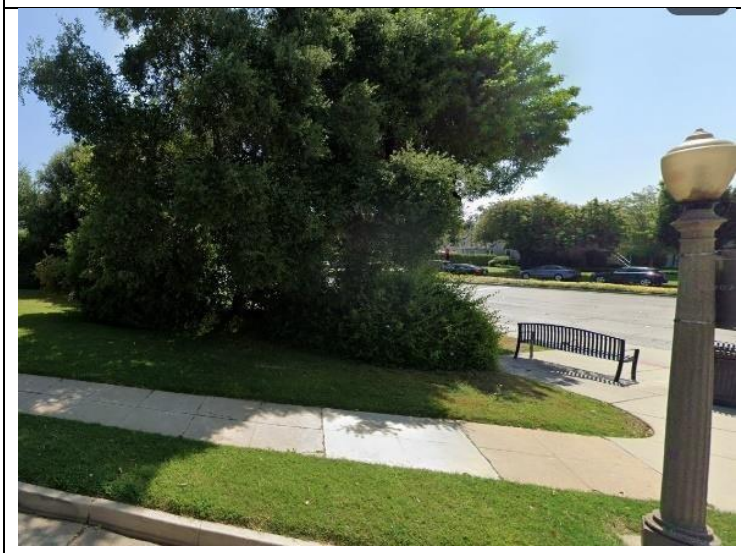
Camden Court Photo Pages (Properties), South Pasadena

	1805/1807 Camden Avenue
	1811 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1815 Camden Avenue
	1819 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	2012 Huntington Drive
	Camden Court & Huntington Drive (Vacant Lot)

Camden Court Photo Pages (Properties), South Pasadena

	1806 Court Avenue
	1800 Court Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1724 Court Avenue
	1718 Court Avenue

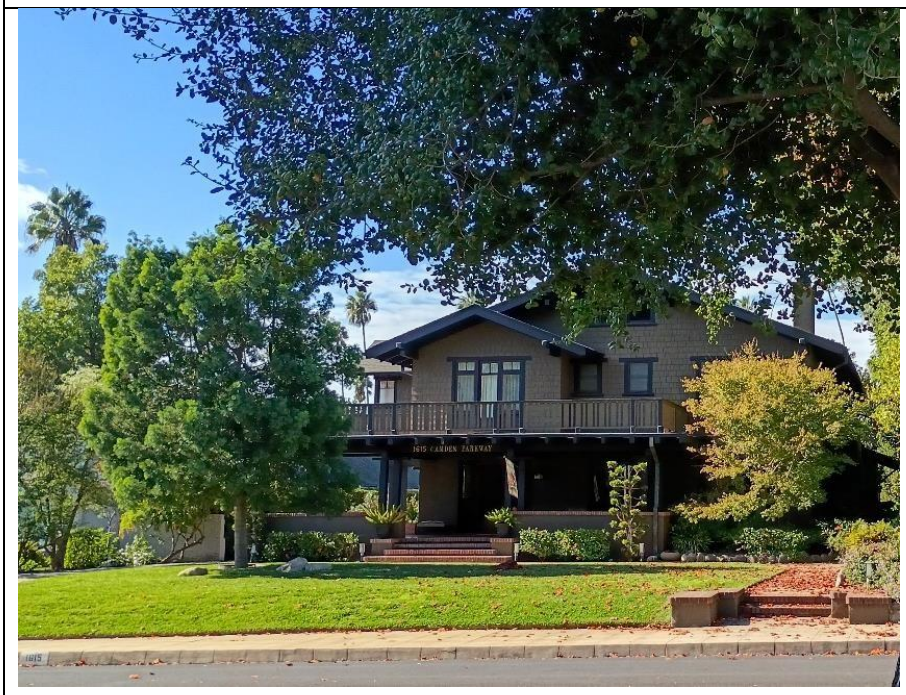
Camden Court Photo Pages (Properties), South Pasadena

	1714 Court Avenue
	1706 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1701 Camden Parkway
	1629 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1619 Camden Parkway
	1615 Camden Parkway

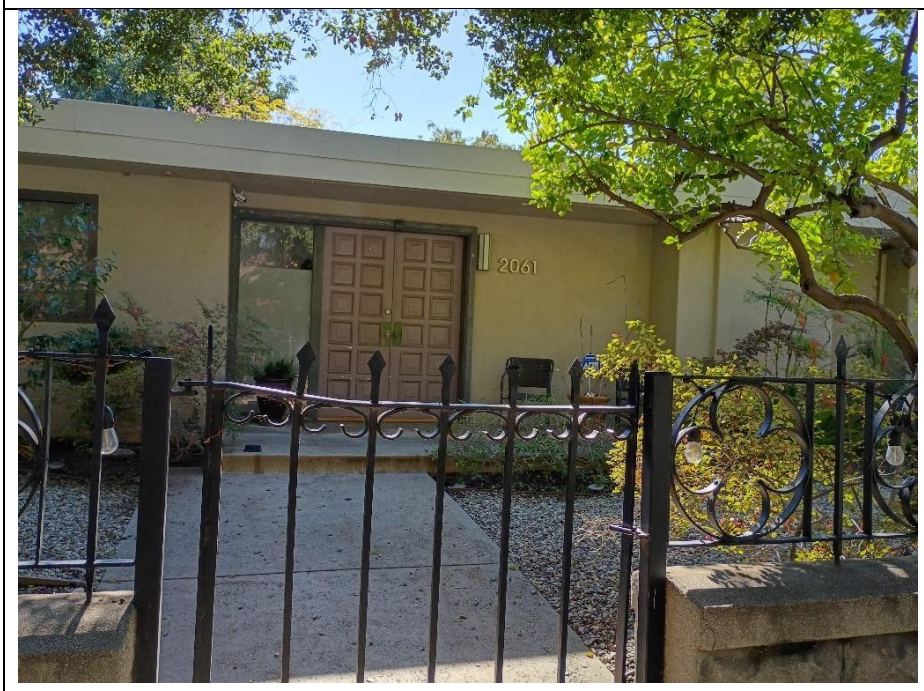
Camden Court Photo Pages (Properties), South Pasadena

	2015 Oak Street
	2021 Oak Street

Camden Court Photo Pages (Properties), South Pasadena

	2035 Oak Street
	1609 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1602 Camden Parkway
	2061 Oak Street

Camden Court Photo Pages (Properties), South Pasadena

	1608 Camden Parkway
	1614 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

Exhibit 11b

Camden Court Photo Pages, Features, November 2025

Entry Signage Marker – Front



Camden Court Photo Pages (Features), South Pasadena

Entry Signage Marker – Back



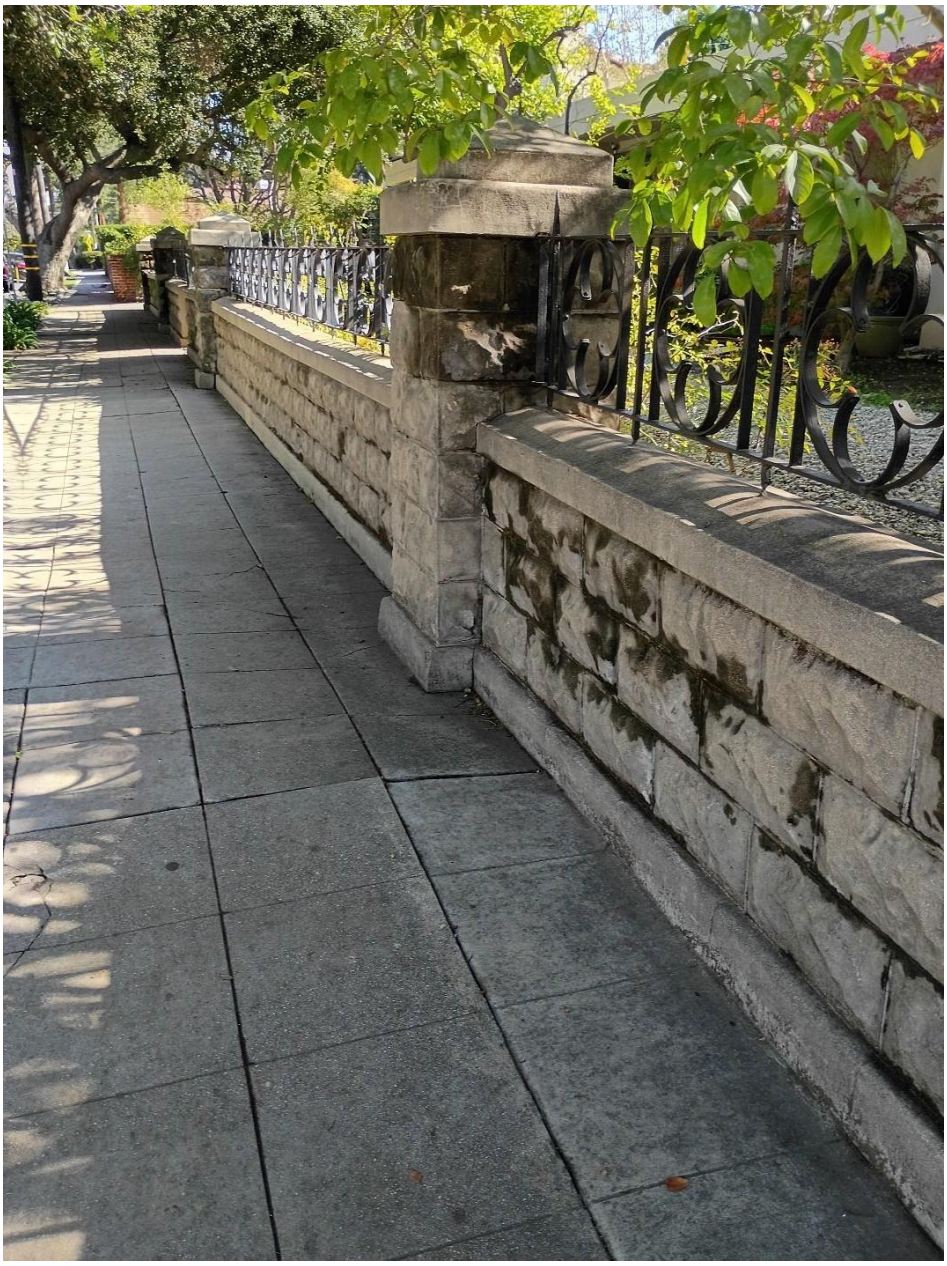
Camden Court Photo Pages (Features), South Pasadena

Wall Post/Pier at Entry



Camden Court Photo Pages (Features), South Pasadena

Wall along Oak Street – Left of Entry



Camden Court Photo Pages (Features), South Pasadena

Alley Driveway Posts Along Oak Street - Left of Entry



Camden Court Photo Pages (Features), South Pasadena



Camden Court Photo Pages (Features), South Pasadena

Alley Driveway Posts Along Oak Street – Right of Entry



Camden Court Photo Pages (Features), South Pasadena

Landscape Median Along Camden Parkway



Camden Court Photo Pages (Features), South Pasadena

Landscaped Park – Middle of Camden Parkway



Camden Court Photo Pages (Features), South Pasadena

Streetlamps



Camden Court Photo Pages (Features), South Pasadena

ITEM NO. 3

Cultural Heritage Commission Agenda Report

DATE: March 19, 2026

FROM: Erika Ramirez, Community Development Director
Jasmin Kim, Planning Manager

PREPARED BY: Michael Donovan, Associate Planner

SUBJECT: **Project No. COA24-0016 – A request for a Certificate of Appropriateness (COA) to find that the property located at 1806 Camden Avenue (APN: 5321-012-014) is not historically significant and initiate the de-listing of the property from the city's Inventory of Historic Resources. In accordance with the California Environmental Quality Act (CEQA), a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and the common sense exemption under Section 15061 is being applied.**

APPLICANT: Emily Burke - Susan Masterman Architects

RECOMMENDATION

It is recommended that the Cultural Heritage Commission (CHC):

1. Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 and 15061 of the CEQA Guidelines; and
2. Make the determination that the subject property does not meet the national, state, or local criteria for historic designation and that the project may proceed through the city's design review process without any further restrictions under the Cultural Heritage Ordinance; and
3. Initiate the de-listing of the resource from the city's Inventory of Historic Resources (Inventory) with the appropriate findings.

EXECUTIVE SUMMARY/ BACKGROUND

The applicant, Susan Masterman Architects, requests approval of a Certificate of Appropriateness (COA) (Case No. COA24-0016) to allow the applicant to move forward to the Planning Commission Chair for the review and approval of a proposed partial demolition and construction of a 650 square-foot, single-story addition to an existing 703 square-foot single-family dwelling located at 1806 Camden Avenue. The request also seeks Cultural Heritage Commission (CHC) concurrence with a Historical Resource Assessment (HRA) concluding that the property is not a historical resource under the California Environmental Quality Act (CEQA) and initiation of de-listing of the property from the City's Inventory of Historic Resources.

The residence, constructed between 1923 and 1925, is currently listed in the City's Inventory of Historic Resources (Inventory) as a contributor to the eligible Camden/Court District based on the City's 2002 reconnaissance-level historic survey. Because the proposed scope of work is not consistent with the Secretary of Interior Standards for Rehabilitation, it does not qualify for Class 31 Categorical Exemption under CEQA. Accordingly, staff required preparation of a HRA to evaluate the property's historical significance under CEQA and its eligibility for listing in the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program.

The HRA, prepared by City-approved consultant Willdan, concludes that the residence does not meet CEQA's definition of a historical resource and is ineligible for listing in the National Register, the California Register, and the South Pasadena Landmark program. The HRA further determines that the property is a noncontributor to the eligible Camden/Court District, citing a lack of sufficient integrity and inconsistencies with the district's prevailing development pattern. While this conclusion differs from the City's 2002 survey, the HRA provides a more detailed and property- specific analysis.

Based on the HRA findings, staff recommends that the CHC concur with the determination that the property is not a historical resource under CEQA and initiate a de-listing of the subject property from the City's Inventory of Historic Resources (Inventory). With de-listing, the project would no longer be subject to the Cultural Heritage Ordinance and may proceed through the Design Review process pursuant to South Pasadena Municipal Code Section 36.410.040.

In accordance with CEQA, the project qualifies for a Class 1 Categorical Exemption pursuant to CEQA Guidelines Section 15301 (Existing Facilities) and Section 15061, as the property no longer meets the definition of a historical resource under CEQA and does not pose a significant effect on the environment.

Timeline

- On December 9, 2024, Emily Burke (Applicant), filed a Certificate of Appropriateness (COA) application to permit a partial demolition and 650 square-

foot single-story addition to an existing one-story 703 square-foot single-family dwelling located at 1806 Camden Avenue (Project).

- On December 19, 2024, the Project was deemed incomplete.
- On January 29, 2025, the Project received a second incomplete letter informing the Applicant of the requirement for a Historical Resource Assessment (HRA).
- On September 15, 2025, after months of discussion with the Applicant, a consultant (Willdan) was selected to prepare the HRA.
- On December 17, 2025, a complete HRA was submitted to the city.
- On January 14, 2026, the application was deemed complete and scheduled for a Cultural Heritage Commission meeting.
- On February 19, 2026, the item was continued from the regularly scheduled Cultural Heritage Commission meeting due to lack of quorum.

PROJECT DESCRIPTION

The applicant is requesting that the Cultural Heritage Commission (CHC) concur with the Historical Resource Assessment (HRA) conclusion, that the subject property, does not meet the definition of a Historical Resource under CEQA and is ineligible for the National Register, California Register, and the South Pasadena Landmark program; and allow the project to proceed to the Planning Commission Chair for the review and approval of a proposed partial demolition and addition to an existing single-family dwelling located at 1806 Camden Avenue. In addition, staff is requesting the CHC initiate a de-listing of the subject property from the city's Inventory. The HRA is included as **Attachment 1**. The Site Plan and Elevations are included as **Attachment 2**.

Site Characteristics

The subject property is a 6,802 square-foot rectangular-shaped lot located on the east side of Camden Avenue between Camden Parkway and Huntington Drive (see **Image 1** below). The subject property is located in the Residential Low Density (RS) zoning district and is surrounded by one- and two-story single-family residential uses. Neighborhood images are included in **Attachment 3 – Neighborhood Images**.

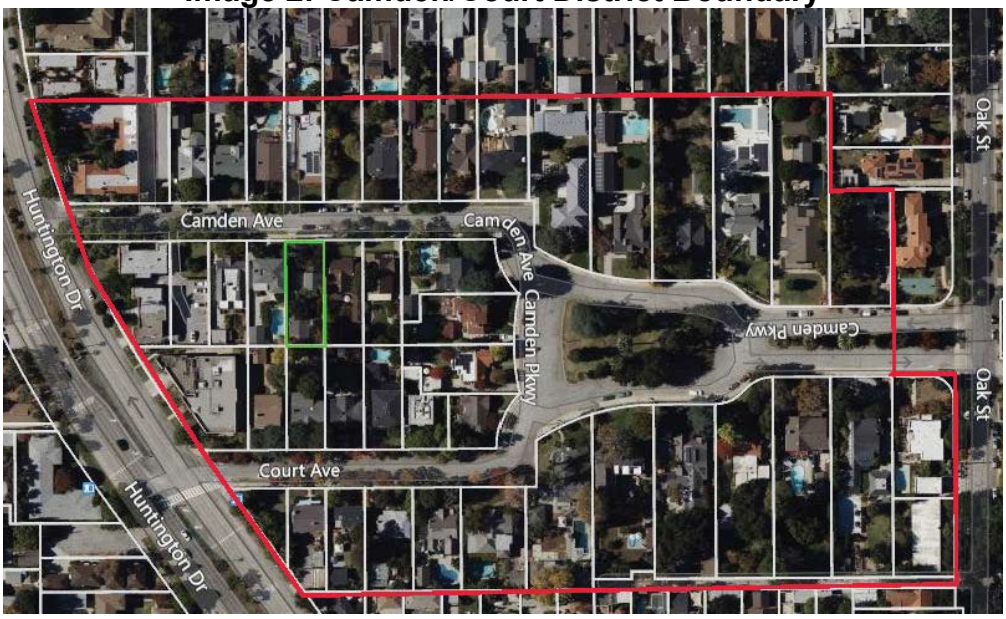
Image 1: Aerial Image of Site



The subject site is currently developed with an existing 703.2 square-foot one-story, single-family dwelling in the Craftsman Cottage architectural style situated towards the rear southeast of the property and a detached 471.9 square-foot two-car garage located in the front northwest side of the property.

The subject site is included in the City's Inventory of Historic Resources as a contributor to the eligible Camden/Court District (**5S1**). The eligible district is in the southeast corner of the city located south of Oak Street and north of Huntington Drive and is comprised of approximately 33 (71%) contributing properties, most of which are located around a small, landscaped park area (See **Image 2** below). The eligible district is characterized by one- and two-story, single-family homes designed in the Craftsman style with other examples of Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles, constructed between 1909 and 1936. Please see **Attachment 4** for the District's Department of Parks and Recreation (DPR) form.

Image 2: Camden/Court District Boundary



Project Description

The applicant is requesting that the Cultural Heritage Commission (CHC) concur with the Historical Resource Assessment (HRA) conclusion that the subject property does not meet the definition of a Historical Resource under CEQA and is ineligible for the National Register, California Register, and the South Pasadena Landmark program. In addition, staff is requesting the CHC initiate a de-listing of the subject property from the city's Inventory.

Image 3: Street View of the Property

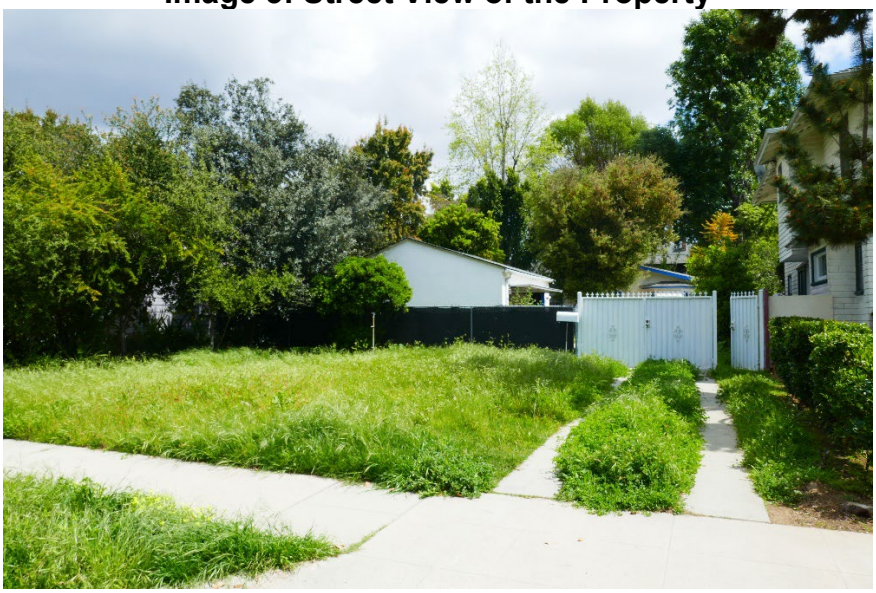


Image 4 & 5: View of home





There are no historical building permits on file documenting the original construction of the dwelling. However, according to the Historic Resource Assessment (HRA), the single-family residence (see **Image 4 & 5** above) was constructed between 1923 and 1925 in the Minimal Craftsman style. Character-defining features include horizontal lap-wood siding, low pitched gable roof, roof overhangs, and exposed rafter tails. A prominent wood bay window is located on the front elevation, while most other original wood windows have been replaced with aluminum sliders.

The residence does not have a front facing primary entrance; access is provided from a side entrance with an attached patio cover. The 1930 Sanborn Map depicts the residence without the bay window, side patio cover, or detached garage, indicating these elements are not original to the property. Permit records show that the detached garage was constructed in 1972.

Since the original construction, the property has undergone various alterations. Notable permitted changes are summarized below, and building permit records are included as **Attachment 5**.

YEAR	DESCRIPTION OF WORK
1947	Addition of one bedroom
1957	Interior remodel for kitchen and bathroom
1962	Reroof
1972	New detached garage

PROJECT ANALYSIS

Certificate of Appropriateness (COA)

Pursuant to South Pasadena Municipal Code (SPMC) Section 2.65, a Certificate of Appropriateness (COA) for a Major Project Review is required when either of the following applies:

- A proposed addition exceeds 500 square feet or 25% of the existing structure, whichever is less.
- Exterior alterations, additions, or new construction may affect the historic character or appearance of a property or designated district.

The proposed project meets both criteria. The scope of work includes removal of all exterior siding; demolition of the roof, windows, and the attached side patio cover; partial demolition of interior and exterior walls; and a remodel with a 650 square-foot addition, resulting in a total floor area of 1,355 square-feet. The existing floor plan consists of two-bedrooms, one-bathroom, living room, and a kitchen. The proposed floor plan retains two bedrooms, and adds one and half bathrooms, a foyer, breakfast bay, study room, laundry room, and expanded living room and kitchen.

The subject property was identified through the City's 2002 historic survey as a contributor to the eligible historic district of Camden/Court District. As such, the project also meets the second criterion requiring a COA. While review by the Cultural Heritage Commission (CHC) is required, approval of the addition itself is not within the CHC's purview. The CHC's role is limited to concurrence with the Historic Resource Assessment (HRA) conclusions and initiation of the de-listing process for the property.

The project proposes a change in architectural style from Minimal Craftsman to an English-inspired bungalow, while remaining compatible with the existing historic character of the eligible district. The one-story residence will feature a cross-gable shingle roof, arched entryway, sand-finish stucco siding, brick chimney, and wood casement windows. The proposed scale and design are consistent with surrounding properties, including those at 1812-1814 Camden Avenue, 1628 Camden Parkway, 1701 Camden Parkway,

and 2015 Oak Street. Accordingly, the project would not adversely affect the eligibility of the Camden/Court District. Existing and proposed elevations are shown in **Images 6-8**.

Image 6: Existing and Proposed South and West Elevations

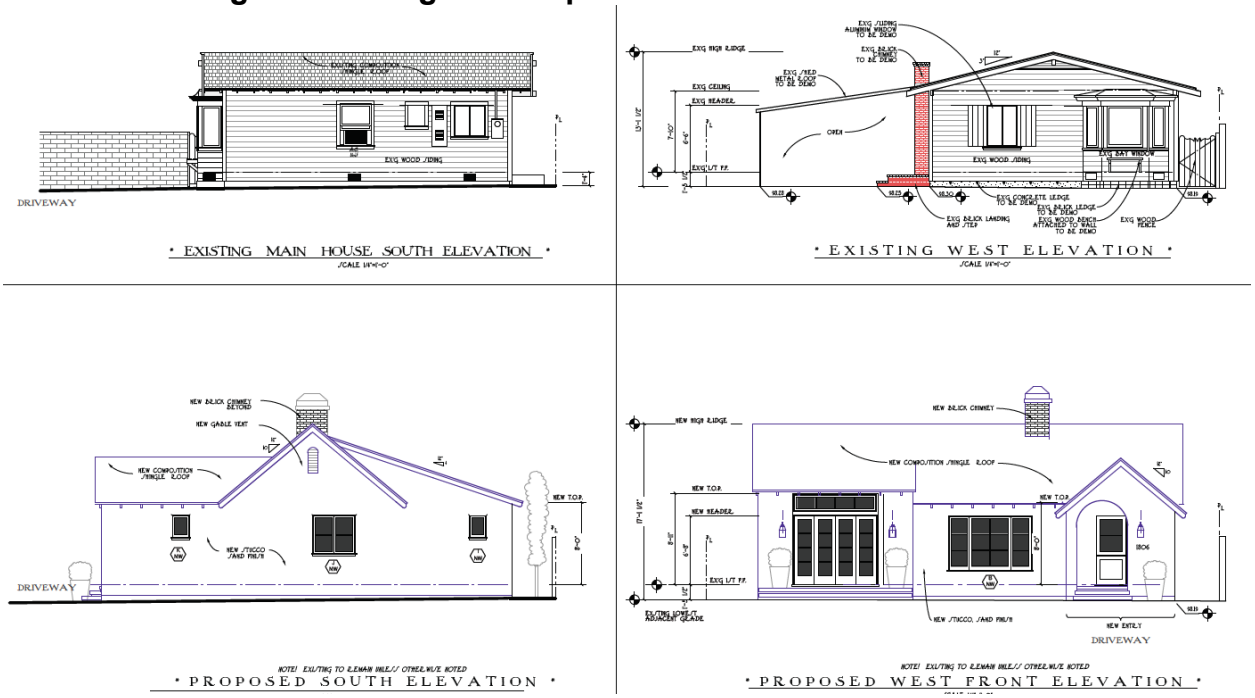


Image 7: Existing and Proposed East and North Elevations

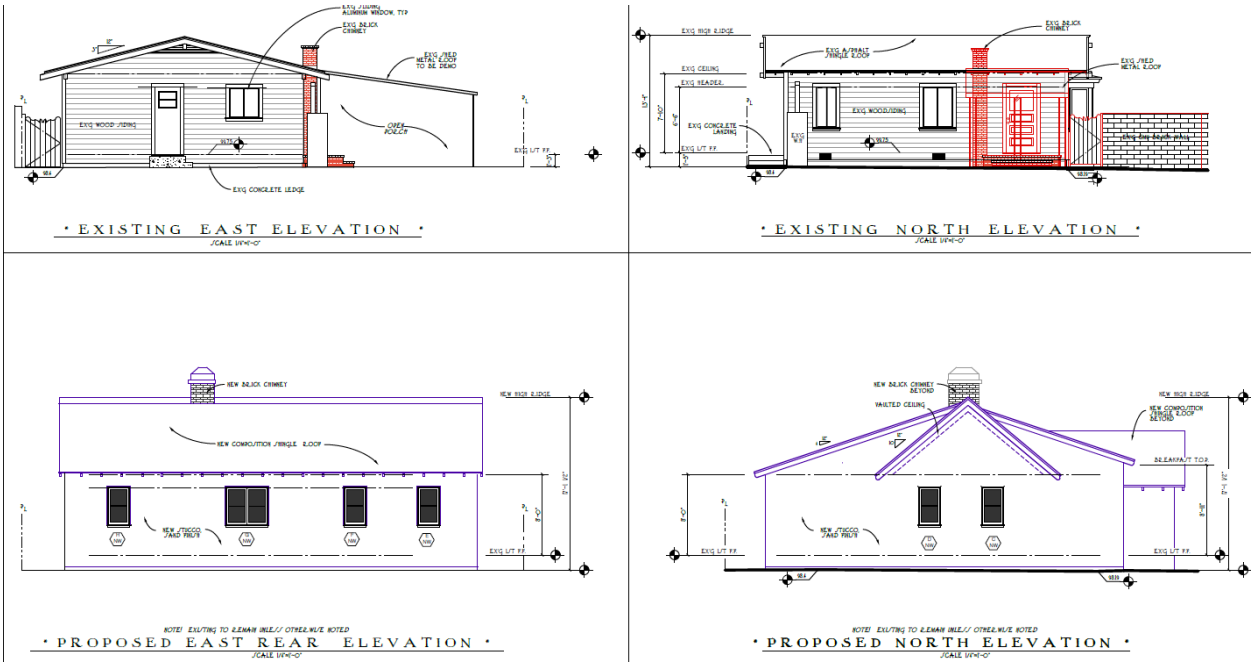


Image 8: Renderings



Historic Resource Assessment (HRA) Report

As a result of the projects ineligibility for a CEQA exemption, staff required a Historical Resource Assessment (HRA) to determine whether the property meets CEQA's definition of a historical resource and whether it is eligible for listing in the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program. The HRA, prepared by City- approved consultant Willdan, concludes the residence does not meet CEQA's definition of a historical resource and is ineligible for the National Register, California Register, and the South Pasadena Landmark program.

The HRA concluded that the property is a noncontributor to the eligible historic district, in contrast to the City's 2002 historic resource survey, which identified the property as a contributor. The 2002 survey was a reconnaissance level survey and did not include a detailed evaluation of the subject property and its relationship to the district.

The HRA evaluated the criteria and standards for historic designation set forth in SPMC Section 2.63(b), as well as the criteria for the National and California Registers, which can be found in Section 8, page 47 of the HRA. Based on this analysis, the report concludes that the property lacks sufficient integrity to qualify as a contributor to the district, even though it was constructed during the district's period of significance. Specifically, the report cites the property's atypical front yard setback, limited Minimal Craftsman style character-defining features, dominant front yard garage, and overall site layout and landscaping, which are inconsistent with the prevailing development pattern of the eligible historic district characterized by uniform setbacks, front facing residences, and landscaped streets and park spaces.

De-listing

Pursuant to South Pasadena Municipal Code (SPMC) Section 2.64(a)(5), the Cultural Heritage Commission (CHC) may initiate a de-listing of a property from the Inventory of Historic Resources (Inventory) by a majority vote. If the CHC initiates de-listing, it must make the required findings as found in **Attachment 6** and forward a recommendation to City Council. The City Council may then, by resolution, determine whether to de-list the property from the Inventory.

Because the HRA concludes that the subject property is not historically significant, is ineligible for listing on the National Register, California Register, and the South Pasadena Landmark program, and is a non-contributor to the eligible historic district, staff recommends that the subject property be de-listed from the city's Inventory.

FINDINGS

Pursuant to SPMC Section 2.64(a)(4), the CHC must make required project findings, as provided in **Attachment 6,** for de-listing a property from the City's Inventory of Historic Resources (Inventory). Staff has reviewed and determined that the subject property complies with the required findings.

ENVIRONMENTAL ANALYSIS

This project qualifies for categorical exemption from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 (Existing Facilities) and the common sense exemption under Section 15061(b)(3). Class 1 exemption includes additions of up to 10,000 square feet if the project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive. Since the proposal is an addition of 650 square feet and is not located in an environmentally sensitive area, this exemption applies. Additionally, the common sense exemption is applicable because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

PUBLIC NOTICING

A Public Hearing Notice was published on February 6, 2026, in the South Pasadena Review. Hearing notices were sent to all properties within a 300-foot radius on February 5, 2026. In addition, the public was made aware that this item was to be considered at a public hearing by virtue of its inclusion on the legally publicly noticed agenda, as well as the posting of the same agenda and reports on the City's website. Because the item was continued at the publicly noticed CHC meeting on February 19, 2026, the previous public noticing satisfies the public noticing requirements.

ALTERNATIVES TO CONSIDER

The Cultural Heritage Commission has the following options available:

1. Continue the project, providing the applicant with clear recommendations to revise the proposal; or
2. Determine that the project is potentially eligible at the federal, state, or local level, and require that the project be subject to the Cultural Heritage Ordinance and obtain a Certificate of Appropriateness for the proposed scope of work, which includes the partial demolition and a 650 square-foot single-story addition to an existing 703 square-foot single-family dwelling located at 1806 Camden Avenue.

NEXT STEPS

If the Cultural Heritage Commission approves the project, a 15-day appeal period will commence in which any person affected by the decision may appeal the decision for a public hearing by the City Council. Should there be no appeals during this 15-day period, the applicant may proceed through the design review process subject to South Pasadena Municipal Code (SPMC) Section 36.410.040.

ATTACHMENTS

1. Historical Resource Assessment (HRA)
2. Architectural Plans
3. Neighborhood Images
4. Camden/Court District DPR Form
5. Building Permits
6. Findings

ATTACHMENT 1

Historical Resource Assessment (HRA)

CITY OF SOUTH PASADENA

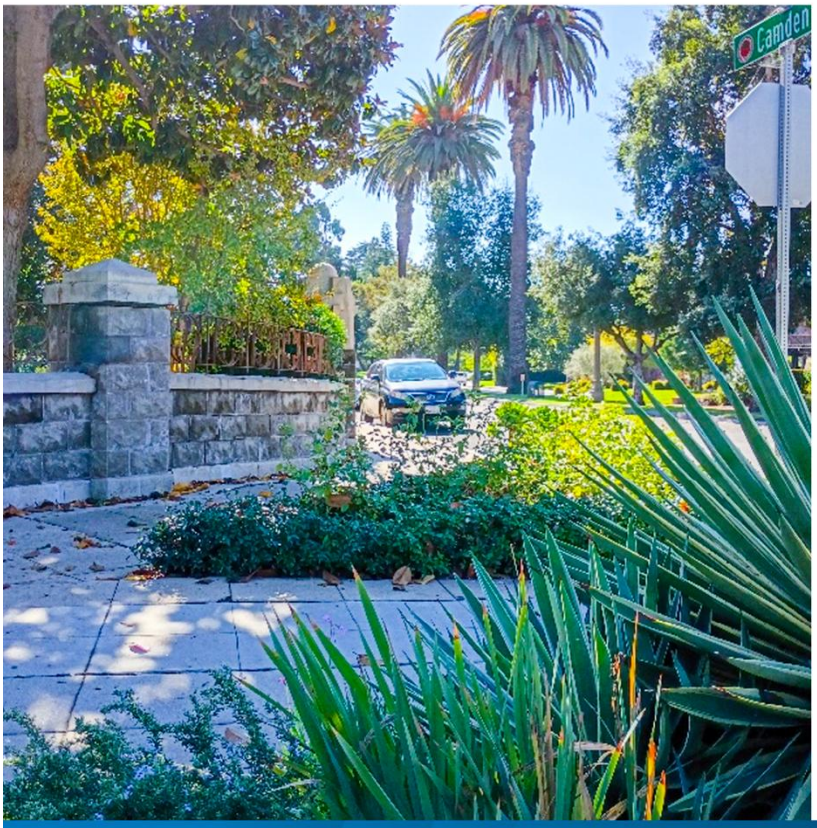
HISTORIC RESOURCES ASSESSMENT REPORT

1806 Camden Avenue
South Pasadena, California

Prepared for the City of South Pasadena

Prepared by Willdan

FINAL (December 17, 2025)





WILLDAN

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4. Subject Property City Building Permit Records

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7b. Los Angeles Times, "500 Dentists to Gather for Science Talks", April 25, 1955

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11b. Camden Court Photo Pages, Features, November 2025

1.0 INTRODUCTION

The City of South Pasadena ("city") has asked that a Historic Resources Assessment Report ("report"), be prepared before the city proceeds with reviewing any application for alterations, modifications, and/or new construction on the property at 1806 Camden Avenue due to the potential historic sensitivity of the site ("subject property") and its surroundings.

The subject property is listed on the South Pasadena Inventory of Historic Resources ("inventory") and as such, work to the site requires review by the South Pasadena Cultural Heritage Commission under the South Pasadena Cultural Heritage Ordinance ('ordinance"). Permit review is deemed discretionary under The California Environmental Quality Act ("CEQA").

This report examines if historic resources exist within and surrounding the subject property for the purpose of local review under the ordinance and under CEQA for which the City of South Pasadena is the Lead Agency. Typically properties 50 years and older need to be evaluated for historic resource eligibiliy before conducting a CEQA impact analysis. Because the property is over 50 years old, it is being evaluated to determine if it meets the definition of a Historical Resource under CEQA as well as meeting the criteria for the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program.

This report has been prepared under local, State, and National methodologies and guidelines for determining the significance of historic properties and uses common professional practices to identify historic resources. Site visits were conducted to the property and surroundings including a survey for a potential historic district. Research included a review of primary and secondary sources. This Historic Resource Assessment "report" for the subject property constitutes the complete evaluation and intensive level survey.

This report has been prepared by Willdan, a municipal services consulting firm providing services for over 60 years. The firm's local office is in The City of Industry, Los Angeles County, California. This report has been principally prepared by Ms. Juliet M. Arroyo (M.A.), principal planner of Willdan and historic resources specialist. She meets the Secretary of the Interior's Professional Qualification Standards in the field of Architectural History. She has 25 years of professional historic resource evaluation and project review experience (see ***Exhibit 1***).

The current private property owner has submited plans to the city for alteration of the house and construction of a replacement single family home in its place. If necerssary, a Phase II project review will be conducted.

2.0 PROPERTY DESCRIPTION

The subject property contains a single family home built sometime between 1923 and 1925. The home is 686 square feet in size and sits at the extreme rear of the parcel. Toward the front of the parcel is a two-car garage built in 1972. The house and garage are located behind a fence and gate which is setback further than the surrounding properties . A driveway extends from the street to the house. The parcel is 50 feet wide by 136 feet deep.

The house is one story and was built in a minimal Craftsman style with character-defining features including the wood lap siding, low pitched roof with front facing gable, roof overhangs and rafter tails. The home's front entrance is at the side facing north. There are two front windows, a primary bay window, slightly visible from the street, and a secondary window with shutters.

The garage opens to the side facing south. The property is heavily covered in vegetation but does not contain a discernable landscape design. A larger side yard is separated by a block wall and wooden gate. A smaller side yard is enclosed by a wooden gate. The rear setback is less than four feet and the side setback to the south is about 5 feet. ***Figure 1*** shows the house and garage from the street view, seen behind the gate/fence.



Figure 1. Subject Property, House and Garage. Primary Façade, West-Facing View. *source: Multiple Listing Service*

The property is located in the southern and eastern portion of the city, near Alhambra and San Marino. ***Figure 2*** shows the approximate location of the property within the City of South Pasadena near the intersection of Huntington Drive and Garfield Avenue. It sits within a neighborhood of distinctly stylistic homes and wooded, tree-lined streets.

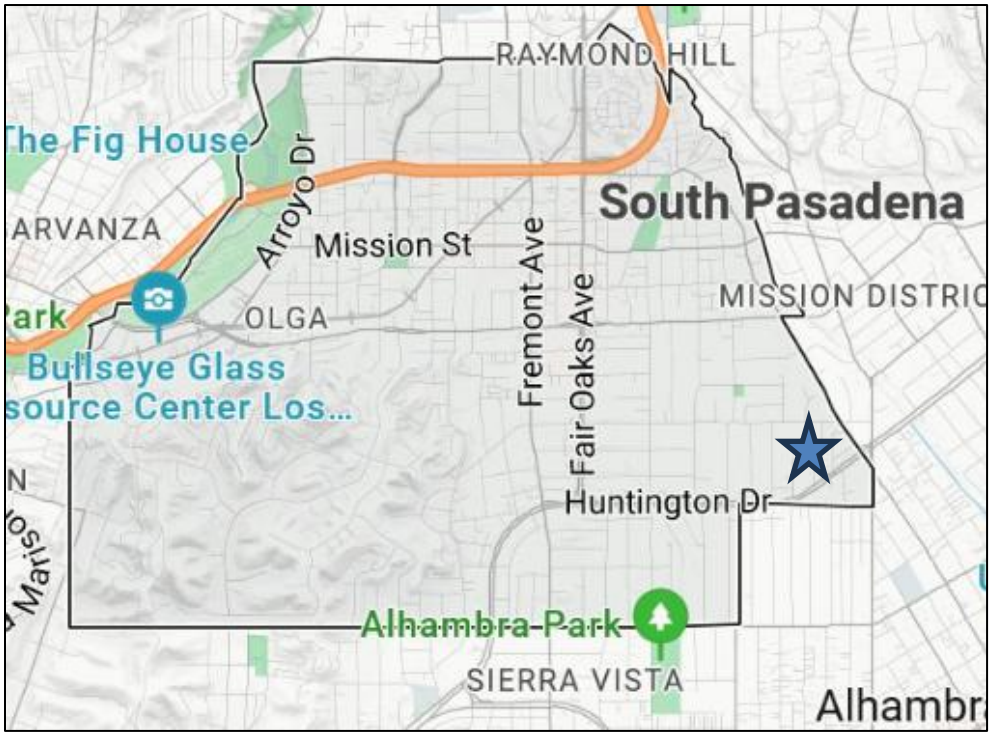


Figure 2. Subject Property Location
source: Google Maps

The property evaluated includes Los Angeles County Assessor parcel number 5321-012-014 as shown on ***Figure 3***. The aerial view shows the location of the rear house with the detached garage toward the front of the rectangular shaped parcel. The garage sits behind the front setback of the neighboring properties. ***Exhibit 2*** is a copy of the Assessor Parcel Map for the subject property.



Figure 3. Subject Property Parcel, Aerial View
source: Los Angeles County Assessor

Current Use:	Single Family Residence
Property Legal Description:	Tract 1091, Lot 39
Number of Improvements:	Two (House and Garage)

House

Year Built/Effective Year Built:	1925/1925 (1925/1927 Assessor Records)
Size:	686 Square Feet
No of Bedrooms/Bathrooms	2/1 (1/1 per Assessor)

Garage

Year Built:	1972
Size:	Two-car or larger

As shown on ***Figure 4***, the subject property is surrounded by a mix of single family homes in a wooded setting. The neighborhood homes are oriented around a curvilinear and linear street layout pattern development as part of the original subdivision. The property and surroudings are a part of a potential historic district surveyed in 2002 and described as Camden/Court. ***Figure 5*** is a boundary map of the Camden/Court potential historic district from the prior 2002 survey.



Figure 4: Aerial View of Property Location and Surroundings

source: Google Maps



Figure 5: Boundary Map of Camden/Court (Surveyed) Historic District

source: City of South Pasadena

3.0 FRAMEWORK FOR EVALUATION

The subject property is being evaluated to determine historic significance and eligibility in accordance with the South Pasadena definitions for historic properties. The property is also being evaluated against the criteria of the National Register of Historic Places, the California Register of Historical Resources, and the definition of historical resources under the California Environmental Quality Act. Guidelines for evaluating properties against the National Register are being employed particularly National Register Bulletins No. 24, Local Surveys, and 16B, Multiple Property Documentation. Additionally, the methodology for surveying and identifying historic properties under the California Office of Historic Preservation are being employed.

To be listed on the National Register of Historic Places (or other register program), a property must not only be shown to be significant under the National Register (or other register program criteria), but it also must have integrity. Integrity is the ability of a property to convey its significance. Based on professional practice and the South Pasadena Cultural Heritage Ordinance, an integrity determination is also needed for designations. The evaluation of integrity must be grounded in an understanding of a property's physical features and how they relate to its significance. Historic properties either retain integrity (this is, convey their significance) or they do not.

To determine the significance and eligibility of the subject property against established criteria at the National, State and local level, this report uses National Register Bulletin No. 15 (How to Apply the National Register Criteria for Evaluation) which provides guidance on how to evaluate the significance of historic properties, specifically how to evaluate significance against historic context and how to evaluate the integrity of the property. Although National Register Bulletin No. 15 is focused on evaluating properties for the National Register, the document states its applicability for the State and local level. The National Register considers properties beyond 50 years old for evaluation but also provides guidance on how to evaluate significance for properties less than 50 years old.

The State Office of Historic Preservation has established a methodology and recording instrument and instruction on conducting a historic resource survey. The State of California uses the 45 years old or older threshold for considering properties for historic significance and for CEQA analysis. This survey methodology is being used to evaluate the subject property.

The findings and conclusions of this report are guided by the above methodology, but additionally important, are based on historical archival records and evidence found in the field. The following is a summary of the framework for determining if the subject property has historic significance and would qualify as a historic or cultural resource under all definitions.

3.1 National

The National Register of Historic Places is the authoritative and most prominent of the historic register programs at the national level. A property must meet the criteria of the National Register and must meet the integrity test to be found eligible or to be formally listed on the National Register. There are many

guidance and procedural documents that help explain the National Register and how to complete an application for designation. The following are some of the guidelines being referenced in this report.

National Register of Historic Places Bulletins:

- How to Apply the National Register Criteria for Evaluation (NRB15)
- Researching a Historic Property (NRB 39)
- Historic Residential Suburbs; Guidelines for Evaluation and Documentation for the National Register of Historic Places
- Guidelines for Evaluating and Documenting Properties Associated with Significant Persons (NRB 32)
- Defining Boundaries for National Register Properties
- Guidelines for Local Surveys: A Basis for Preservation Planning (NRB 24)

Also available are a series of various Best Practices Reviews (as published on the National Register website).

For the subject property evaluation, this report makes findings to determine if the property meets the criteria of the National Register and if it meets the integrity threshold, based on the seven aspects of integrity.

3.2 California

The California Register of Historical Resources is an authoritative guide to California's significant historical and archeological resources to be used by state and local agencies, private groups, and citizens in identifying the existing historical resources of the state, and to indicate which resources deserve to be protected, to the extent prudent and feasible, from substantial adverse change.

The rights and responsibilities of owners of historic properties are the same as those of owners of non-historic properties. Listing does not prevent the use, sale, or transfer of the property. Because land use authority in California generally belongs to the local government, listing does not give either the state or the federal government any additional authority over the property. Consent from the property owner is not required, but a resource cannot be listed over an owner's objections. The State Historic Resources Commission can, however, formally determine a property eligible for the California Register.

Resources eligible for listing include buildings, sites, structures, objects, or historic districts that retain historic integrity and are historically significant at the local, state, or national level under one or more of the following criteria:

1) *It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;*

2) *It is associated with the lives of persons important to local, California, or national history;*

3) *It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master or possesses high artistic values; or*

4) *It has yield or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.*

In addition to having significance, resources must have integrity for the period of significance. The period of significance is the date or span of time within which significant events transpired, or significant individuals made their important contributions.

State level guidance is provided by the California Office of Historic Preservation (OHP). The office provides local agencies with assistance in historic preservation and provides a certain group of cities under the Certified Local Government (CLG) program with technical support. South Pasadena is a CLG.

This report follows the "Instructions for Recording Historical Resources, March 1995" and "Technical Assistance Guide, No. 8, A User's Guide to the California Historical Resources Status Codes and Historic Resources Inventory Directory, November 2004". The OHP publishes a series of survey forms to record historic resources known as DPR forms, Department of Parks and Recreation, as well as guidance on preparing context statement and historic preservation ordinances.

The California Environmental Quality Act (Public Resources Code) and Guidelines is a State law that requires local lead agency implementation for discretionary actions. This requires a review of impacts on historic resources. The study starts with an identification of resources and subsequently what project-level adverse impacts a particular activity may have on those resources. CEQA documentation depends on the type of project and the type of impacts. The subject property is also being evaluated as a potential "historical resource" under the CEQA definition because it is listed on the inventory and was previously surveyed and given a Status Code as a contributor to a potential historic district.

3.3 City of South Pasadena

The subject property is being evaluated to determine historic significance and eligibility in accordance with the City of South Pasadena Municipal Code which defines historic resources, or cultural resources, under the Cultural Resources Ordinance (Article IVH, Cultural Heritage Commission). The South Pasadena General Plan was recently adopted and provides planning and policy directions for historic and cultural resources under the broad category of "Cultural Heritage".

The City of South Pasadena under the Cultural Heritage Ordinance provides for the designation of a "Landmark" and "Historic District", together commonly known locally as cultural resources. A "Landmark" is any cultural resource that has been designated by the South Pasadena city council in accordance with the listing procedures of SPMC 2.63. A "Historic district" means any area or site containing a number of improvements or natural features that have a special character, historical/aesthetic value or interest, or that represent one or more architectural periods or styles typical of a period of the city's history and which constitute a distinct section of the city that has been designated a historic district by the South Pasadena city council. A historic district shall have a significant concentration, linkage, or continuity of sites,

buildings, structures, objects, or other features that are united in terms of historic development, architecture, or aesthetics. A historic district may contain both contributing resources and noncontributing resources.

Ordinance definitions applicable to this evaluation also include:

"Contributing resource" or "contributor" means a property or feature, including all buildings, structures, objects, and/or sites, that contributes to the historic significance of a designated historic district.

"Character-defining features" are those visual aspects and physical elements that comprise the appearance of a historical building or property and are significant to its historical, architectural and cultural values, including the overall shape of the historical building or property, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

"Historic context" means a broad pattern of historical development in a community or its region that is organized by theme, place, and time and which may be represented by historic resources.

"Historic integrity" means the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period of significance. For properties listed in or eligible for inclusion in the South Pasadena inventory of cultural resources, historic integrity is the composite of seven aspects: location, design, setting, materials, workmanship, feeling, and association. Historic integrity enables a property to continue reflecting and conveying its historic significance. Not only must a property resemble its historic appearance, but it must also retain physical materials, design features, and aspects of construction dating from the period when it attained significance.

"South Pasadena inventory of cultural resources" or "inventory" means the official list of properties that are located within the city of South Pasadena including: landmarks and historic district properties designated by the city council pursuant to SPMC 2.63, properties listed on the California Register, and properties that are identified through the survey process pursuant to SPMC 2.64 and listed as being eligible for special consideration in local planning.

As a part of this assessment, various context statements have been developed to determine if the property holds historic significance. Historic criteria typically look at associations with important events, associations with persons of significance, architectural quality and design, and/or archeology.

South Pasadena maintains an "inventory", the list contains officially designated historic properties and identified historic properties. The inventory also includes properties that have been surveyed as historic through various survey efforts over the years.

South Pasadena maintains a historic resources survey program to systematically survey and identify potentially significant historic resources for portions of the city or for citywide. The city has a modern historic resources survey program that goas back to the 1990s.

The first modern surveys were conducted in the 1990s. More recently the city conducted a citywide survey in the 2002-2003 period under the title " Historic Resources Survey Report: Phase I, Documentation of Historic Districts and Individual Properties, City of South Pasadena, December 2002" prepared by PCR Services Corporation, Santa Monica, California. Additionally, a Phase II report was prepared in September 2003. Primary DPR 523A forms were completed at both the reconnaissance level and intensive level for various districts and individual properties.

A completed one-page, DPR 523A, Primary Record form was prepared for a potential historic district recorded as "Camden/Court District" and a Status Code of "5S1" was applied, indicating an eligible historic resource at the local level (see ***Exhibit 3***). The form dated December 1, 2002, provides a one-paragraph description of the potential district and lists the construction dates as 1909-1936. It lists single family property as the resource attributes. Although the form lists a Location Map, Continuation Sheet, and District Record as attachments, none of these were found in the survey reports or city files.

A district record of 523D form was not completed, a significance statement was not provided, and a period of significance was not included. Additionally, the survey report included a list of about 33 properties, with a Status Code indicating that they are contributors, but the survey report does not explain why some properties are contributors and some properties are not listed. The survey form also does not contain a boundary justification. It is likely that all single family properties built between 1909-1936 were automatically classified as contributors regardless of integrity or other assessment of the contributing attributes, other than single family use.

The city prepared a "City of South Pasadena Citywide Historic Context Statement" dated December 16, 2014. This document provided the framework for a more recent citywide survey by Historic Resources Group with a survey report dated June 20, 2017 (administrative draft). The 2017 Survey did not re-survey the Camden/Court area or the property

The 2017 survey listed the following for the subject property:

> *1806 Camden Avenue – "This property was listed in the South Pasadena City Inventory of Addresses (now referred to as the South Pasadena Inventory of Cultural Resources) prior to 2015; the previous evaluation is being carried forward. The property was not re-evaluated in the 2015-2016 Citywide Survey Update."*

Because the 2017 survey updated status codes, the inventory changed codes from 5D1 to 5D3 since the codes had changed. For the Camden/Court district because the status codes changed, the district codes changed from 5S1 to 5S3.

Therefore, this report represents a more intensive level and complete evaluation and survey than the 2002 survey. Additionally, older surveys need to be updated to consider possible changes in the surrounding environment, regulatory changes, and advances in history knowledge and significance. As a result, the 2002 survey is considered useful, but due to its limitations and being over 20 years old, it is insufficient to make a determination regarding the historic resource status of the subject property since it is currently classified as a contributor to that potential district.

Project review under the Cultural Heritage Ordinance, or the “Certificate of Appropriateness” process applies to designated historic resources and properties listed on the local inventory, as well as non-contributors within historic districts.

4.0 RECORDS COLLECTION AND ARCHIVAL RESEARCH

This report includes collection, research, and analysis of archival documents, previous studies, reports and citations to aid in making a finding of historic significance and eligibility. Assessor parcel data and maps for the subject property are included from what is available within the County Assessor website and original records. Original Sanborn maps were reviewed. Library and archival research were conducted on the subject property and on the family most closely associated with the property.

4.1 City Building Permit Records

To assess the building construction, type, and alterations to the property, building permits on file with the City of South Pasadena were reviewed. The following ***Table 1*** includes a summary of building permit records. Minor permits are not included. Copies of the records are included as ***Exhibit 4***.

The oldest permit was issued to Mrs. Brezins to add a bedroom in 1947. Based on a visual inspection of the interiors in November 2025, the house has two small bedrooms. The house was believed to have been originally constructed as a one-bedroom structure, but the original building permit is not in the file or may never have been issued. Permits were issued in 1957 to Mr. Bunker for work associated with a kitchen and bathroom remodel. Based on a visual inspection of the interiors, the bathroom and kitchen appear to have been built at this time. In 1962 a permit was issued to Richard Bowers for reroofing. In 1972 a permit was issued to Richard Bowers to construct a new garage. Based on a visual inspection, the existing garage appears to have been built in that year. No other permits were issued after 1972. Based on a visual inspection of the property, there are no other recent improvements.

TABLE 1
South Pasadena Building Permit Records, 1806 Camden Avenue
source: City of South Pasadena
see Exhibit 2 for copies of records

DATE	WORK	OWNER
1947	Add Bedroom	Mrs. William B Brezins (Brizius)
1957	Plumbing and Electrical Fixtures, Bathroom and Kitchen Remodel	Mr. Bunker
1962	Reroof	Richard Bowers
1972	New Garage	Richard Bowers

4.2 County Assessor Building Records

The Los Angeles County Assessor maintains building records for property tax assessment and reassessment purposes. According to the Los Angeles County Assessor website the house has a year built of 1925 and an Effective Year built of 1925. The Effective Year built is an adjusted date given by the County for assessment purposes only and typically indicates that there was some type of alteration triggering a new assessment. A year built and effective year built with the same year indicates no major physical changes have been made to the property. ***Table 2*** is a summary of the records on file with the Los Angeles County Assessor and ***Exhibit 5*** contains copies of those records.

There is no record for the original construction, however, there is a record completed in 1947 that first documents the property and lists William Brizius as the owner. The record includes a site drawing of the house and shows no garage or other structures. It measures the dimensions of the bay window. Based on Sanborn maps, see below, the house was square in shape and did not have the front bay window seen today. It is likely that the bay window was added when the second bedroom was added. The record lists the effective year built as 1927 which is likely a reflection of the additional exterior square footage resulting from the window protruding from the front wall. Subsequent records show valuation changes due to the construction of the garage.

TABLE 2

County Assessor Building Records, 1806 Camden Avenue

source: Los Angeles County Assessor

see Exhibit 3 for copies of the records

DATE	DESCRIPTION	OWNER
11-18-1947	First record, it establishes the house size as 686 sq. ft. showing a bay window. The record was modified in 1957 and 1958 for bathroom and kitchen improvements and in 1972 with a new garage. The year built was recorded as 1925 and the effective year built was recorded as 1927. The house is listed as one story wood framed and wood siding with concrete foundation.	William Brizius (1947)
1971	Valuation Change	Richard H Bowers
1973	Add Detached Garage	Richard Bowers
Roll Year 1974	Tax Year Change	Richard H Bowers
11-6-1989	Statement – No New Construction	Richard Bowers

4.3 County Assessor Historic Tax Roll

Assessor tax record research was attempted at the archival room of the Los Angeles County Assessor in Downtown Los Angeles. However, due to flooding, the archival records have been relocated for preservation and digitization and were not available at the time of this report. An order has been placed but records are not expected to be available for another month or two. ***Table 3*** is a partial records search showing the property owned by Richard H. Bowers in 1960 having been transferred from the previous owners, Earle and Mary Bunker. This is consistent with other records in this report. Although the archival records would help with documenting ownership, other research has been conducted to indicate the original owners of the property.

TABLE 3

Property Ownership, 1806 Camden Avenue

source: Los Angeles County Assessor, Historic Tax Roll

YEAR	BOOK	PAGE NUMBER	LOT NUMBER	OWNER'S NAME	TRANSFER DATE
1960	5321	12	39	Richard H. Bowers	5-5-1960
To 1960	5321	12	39	Bunker, Earle R & Mary Louise	*
1921 to 1960	*	*	*	*	*

* Assessor documents are currently unavailable but are being retrieved based on order made in November 2025.

4.4 City Directory Research

Directory research was conducted to identify people associated with the property. City directories listing all households and business within the City of South Pasadena were reviewed for the subject property. Additionally, directories were reviewed going back to 1905 to trace the residency of the couple believed to have owned and built the house at 1806 Camden Avenue.

The first directory listing for 1806 Camden Avenue was in 1923. The occupants were listed as William J. Brizius, a dentist, and his spouse, Bessie Theresa Brizius. Although the home is listed with a year built of 1925 with the County Assessor, it is possible the home was built in 1923, since no original permit was found. For this report, the year built is being documented as 1925, however, based on a visual inspection and other records it could have been built anytime between 1921 and 1925.

The couple lived in the home from 1923 to 1939. From 1940 to 1956, Bessie Brizius lived in the home as the sole occupant. The couple married in 1908, based on a records search, but it is not known when they separated or divorced. In the 1940s and 1950s, William Brizius lived at various residences in the Hollywood area of Los Angeles. Based on records, he remarried.

Prior to living at 1806 Camden Avenue, the couple lived on Garfield Avenue in South Pasadena, and before that in the northeast area of Los Angeles, today the Highland Park and Lincoln Heights area. William Brizius and his family lived in the Los Angeles area going back to 1905 and further.

In the late 1950s the home may have been vacant and in 1960 sold to Richard Bower, listed as a city clerk. No additional information was found about Richard Bower. ***Table 4*** is a summary of directory listings for South Pasadena and the City of Los Angeles.

As early as 1897 William J Brizius and his family lived at a few residents on Pasadena Avenue at or near the father's meat market, William J is listed as a student in 1901 and 1902. In 1917 and 1918 William J is listed with a residence in Alhambra and in 1921 listed as living in South Pasadena also in 1923 and 1924. Directories also indicate that William J Brizius had dental offices in Downtown Los Angeles on Spring, Broadway, and Grand in the 1930s and on Sunset Boulevard in the 1940s.

TABLE 4
Directory Listings for 1806 Camden Avenue
and Persons Associated with Property
source: City Directories, Los Angeles Public Library and South Pasadena Public Library

YEAR	ADDRESS	OCCUPANT
1905, 1906	2819 Pasadena Avenue, Los Angeles	William J Brizius (son), Dentist
1914, 1917	2819 Pasadena Avenue, Los Angeles	William F Brizius (father), Grocer
1920, 1921	1033 Garfield Avenue, South Pasadena	William J and Bessie T Brizius
1923, 1924, 1926, 1928,1929,1932,1933, 1934, 1936, 1937, 1938, 1939	1806 Camden Avenue, South Pasadena	William J Brizius, Dentist (Spouse, Bessie Theresa Brizius)
1940,1941, 1942, 1943, 1946, 1947, 1952, 1953, 1955, 1956	1806 Camden Avenue, South Pasadena	Bessie T Q Brizius
1942, 1944	Normandie Avenue, Los Angeles	William J Brizius
1950, 1952, 1956	Rosewood Avenue, Los Angeles	William J Brizius
1958, 1959	1806 Camden Ave, South Pasadena	Unknown
1958,1960	Serrano Avenue, Los Angeles	William J Brizius
1960	1806 Camden Avenue, South Pasadena	Richard Bowers, City Clerk

4.5 Sanborn Fire Insurance Maps

Sanborn fire insurance maps are large-scale maps that depict the commercial, industrial, and residential sections of approximately 12,000 cities and towns in the United States. These specialized maps were prepared for the exclusive use of fire insurance companies and underwriters to provide accurate, current, and detailed information about the buildings they were insuring and today provide valuable information for research purposes.

A review of Sanborn maps for South Pasadena was conducted for the subject property. ***Figure 6*** shows the property as included in the 1930 Sanborn Map for South Pasadena. The illustration shows the one-story home in its original square shape and rear placement within the lot. No other structures are included. The home is square in shape and is substantially setback further from the homes on either side. There is no porch illustrated, and no features depicted as part of the home.

4.6 Subdivision History

Subdivision maps filed with the Los Angeles County Department of Public Works were reviewed to trace the changes in land divisions over time. Today, the subject property is a part of Lot 39 of Tract Number 1091 subdivided in 1911 by the Pasadena Investment Company (see ***Table 5***). Tract Number 1091 was a small portion of the large historic Marengo Tract (or Marengo Ranch) that covered much of Pasadena and South Pasadena.

Tract 1091 was created soon after the Camden Court Tract (and its modification) immediately to the north. Camden Court was created in 1909 by the Lyons Dividends Company with a unique street and lot layout. Large lots around a center park appear to have been created for estate-like home building. In 1911 the southern portion of Camden Court was reconfigured to create streets to extend from Oak Street at the north to Huntington Drive to the south. This modification (Tract No. 1017) keeps the intent of the plan and design of the original Camden Court subdivision. ***Exhibit 6*** includes copies of all three tract maps.

TABLE 5

Subdivision History

source: Los Angeles County Department of Public Works

DATE	NAME AND DESCRIPTION	OWNER
Surveyed November 1909 and Recorded December 23, 1909	CAMDEN COURT (A subdivision of the Marengo Tract) A subdivision of 18 large size lots, identified as A-R, arrange around a semicircular lot.	Lyons Dividends Co/All Night and Day Bank
Surveyed September 1911	TRACT No. 1017 (A subdivision of Camden Court) A modified subdivision creating smaller parcels at the southern area of Camden Court. Creating two new streets,	Not listed

	Camden Avenue and Marguerita Avenue (now Court Avenue)	
Surveyed August 1911	TRACT NO. 1091 (A subdivision of the Marengo Tract) The southern extension of Tract No. 1017 with more regularly sized lots and an extension of Camden Avenue and Court Avenue to Huntington Drive.	Pasadena Investment Company

4.7 Library and Archival Research

Research was conducted at several libraries and research facilities including the South Pasadena Public Library and the Los Angeles Public Library. Research at the Los Angeles Public Library including the California Index, the historical US Census, a review of the historical Los Angeles Times articles on persons associated with property and the neighborhood, the South Pasadena vertical file, and historic photographs. Biographical references were reviewed. Research was also conducted online through various archival institutions holding digital files. Historic photos of the home were not found. Obituaries of family members associated with the home were not found.

Historic aerial maps held at the City of South Pasadena show a 1937 image of the property as outlined in ***Figure 7***. The image shows the rear house, driveway leading to the house, vegetation, and the front lawn similar to what is seen today. There are no secondary structures or a garage. At this point in time, the home, within the largely developed neighborhood appears to look more like an in-laws' quarters than a primary residence. Such rear homes were popular in this period. There is no information to indicate why the home was built so small and at the extreme rear of the lot.

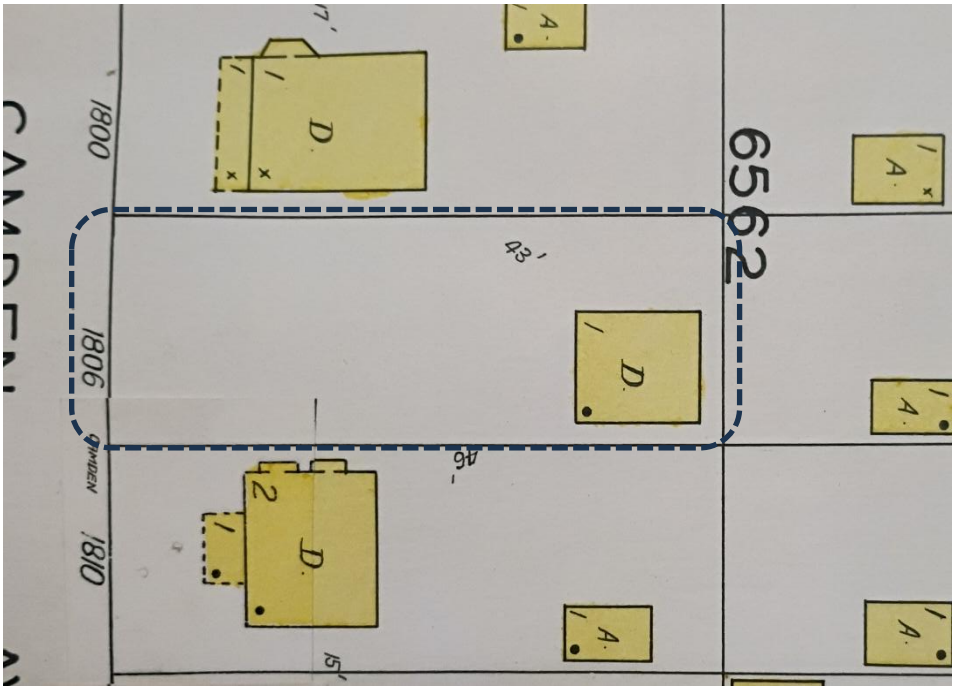


Figure 7. Historic Aerial Photo of Property and Surroundings, 1937

source: City of South Pasadena



Figure 7b. Historic Aerial Photo of Property and Surroundings, 1937

4.8 The Brizius Family

The home at 1806 Camden Avenue was believed to have been built and owned by William J and Bessie T Brizius. William was a dentist at the time working in Los Angeles. His wife Bessie may have worked in dentistry, but records seem to indicate she was unemployed outside the house and sometimes listed as "housewife". They had a child together who died at birth in 1910.

Table 6 is a summary of the Brizius family based on various records compiled together to better understand the couple and their association with the property.

William's father William Fredrick Brizius and his mother Amelia Rachael Reynolds came to Los Angeles from Indiana. William J was among the older of their children and was born in Indiana in 1881. The family lived in Los Angeles as early as 1889. The father operated a grocery market. William graduated from dental school in 1903 at the University of Southern California. His father retired in the 1920s and died in 1937. The family lived at 3319 Pasadena Avenue, Los Angeles in 1902 and 1912, and lived at 899 Pasadena Avenue in 1897 and 1900, he lived at 2819 Pasadena Avenue in 1914.

William J Brizius married Bessie T Quintin in 1908 at a ceremony in Los Angeles. Bessie was born in Colorado in 1882. Records do not include when she moved to Los Angeles. Bessie and William appear to have separated or divorced around 1940 when William moved to Los Angeles (Hollywood area). He later married Eva Gaskill in 1948. They lived in the Hollywood area together. She may have worked in the dental field. Eva and William J lived mostly in the Hollywood area and engaged in social activities there. She died in 1958.

Bessie Brizius lived at 1806 Camden Avenue up to the 1950s. Voter records indicated she lived at 1806 Camden Avenue until 1954, and records show she had an address in Los Angeles in 1956 and another Los Angeles address in 1962. She died in 1969 in Los Angeles.

William Brizius died in 1972 (see ***Figure 8).*** No obituary was found for him, but a few news articles were found showing he graduated from the College of Dentistry at the University of Southern California in 1903 (see ***Exhibit 7a***) and was honored as one of the region's pioneering dentists (see ***Figure 7b***).

Nothing in the records suggests how or why the couple built the home at 1806 Camden Avenue. It appears to be a very simple house, and it is unknown why it was built at the rear of the lot versus the front like other homes in the neighborhood. Based on Sanborn maps, one other home in the neighborhood was built at the rear, but that home has since been demolished and the property is currently a vacant lot. All other homes have a uniform setback and a prominent front entry, unlike the subject property.

TABLE 6

Brizius Family

source: US Census, Ancestry.com, City Directories, Voter Records, Newspapers

NAME	VITAL RECORDS	OTHER INFORMATION
William J Brizius	Born: 2-20-1881 (Indiana) Died: 8-17-1972 (Los Angeles) Married: 9-30-1908 (Bessie Theresa) Divorced: unknown Remarried: 1948	1900- Occupation/Dentist, Residence in Los Angeles, Lives with Mother and Father and siblings 1910 – Rent, Los Angeles 1920- Rent, 1033 Garfield Ave 1935- Lives n Los Angeles 1940-Married 1950- Residence in Los Angeles, wife is Eva G Brizius
Bessie T (Quintin) Brizius (first wife of William J)	Born: 12-2-1882 (Colorado) Died: 8-3-1969 (Los Angeles)	1910- occupation/dentist, 1920 - Lived on Garfield Avenue, 1950 - Status/Divorced, lived on Camden Avenue, alone, not employed
Infant Son Brizius (of William J and Bessie T)	Born and Died: 1910 (Los Angeles)	None
Eva Vincent Gaskill Brizius (second wife of William J)	Born: 4-21-1887 (Iowa) Died: June 14-1958 (Los Angeles) Married: 1913 (Iowa), 1915, 1948	1950- occupation/dental assistant, lives in Los Angeles



Figure 8. Grave Marker for William J Brizius

source: Find a Grave

5.0 HISTORIC CONTEXT

The following discussion of historic context has been developed to help evaluate the significance of the subject property. Historic contexts are defined as "those patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) is made clear." A context may be organized by theme, geographic area, or chronology; regardless of the frame of reference, a historic context is associated with a defined area and an identified period of significance. Historic contexts are linked to physical artifacts through the concept of property types and is crucial to the evaluation of historic significance. A property's historic significance must be explained against its associated context.

To best evaluate the significance and eligibility of the subject property, the following contexts have been developed for both the individual property and the surrounding neighborhood for which it is a part of. The city's 2014 "City of South Pasadena Citywide Historic Context Statement" forms the basis for this report and has been tiered to best apply to evaluating the property.

5.1 South Pasadena Incorporation, Governance, and Early Residential Development (1888 to 1919)

During the 19th century, the landscape of Southern California saw great change as land surveyors and ranchers began to make their way west. It was during this time that the City of South Pasadena was incorporated in 1988, after the incorporation of the City of Pasadena to the north. South Pasadena's incorporation followed establishment of early governmental and civic institutions along with a growing population. A landscape of orange groves and barley fields transformed into neighborhoods as developers and investors purchased, surveyed, and recorded land subdivisions of various sizes. Transportation related development played a critical role in early South Pasadena growth. Several significant residential tracts were subdivided during the early years of the 20th century, including the Raymond Villa tract in 1901 and the Oneonta Park tract in 1903. Both of these tracts advertised their proximity to the anticipated location of the Pasadena Short Line.

Henry Huntington's arrival to Southern California coincided with his development of a railway system that both created and linked what is today known as Southern California. In 1903, the Pacific Electric Railway built a line running from Los Angeles to Monrovia through South Pasadena along what is now Huntington Drive. This opened up the southern portion of South Pasadena to residents who might like to live in the "suburbs" and work in Los Angeles. At this time, the noted railroad builder, land developer, and collector of art, rare books, manuscripts, and botanical species, played a crucial role in creating what is known as "streetcar suburbs". ***Figure 9*** is a historic photo of the Oneonta Park Junction Station at Huntington Drive and Fair Oaks Avenue, a key rail station for development in South Pasadena, Alhambra, and San Marino.

By 1906, two branch lines were added: The Oak Knoll line to Pasadena, and the Sierra Madre cutoff. South Pasadena was suddenly accessible and became much more desirable as a place to purchase residential property. In 1911, Huntington turned ownership of the Pacific Electric system to Southern Pacific, which

marked a new era in his life that would see him focus on the development of his land in Southern California as well as his own personal collections and estate.

The Oneonta Park tract (1903) in the southeastern portion of the city numbered 172 improvements.



Figure 9. Oneonta Park Junction Station, Huntington Drive and Fair Oaks Avenue, 1915 *source: Los Angeles Public Library*

Developed by Henry Huntington, the tract featured expansive lots with lush landscaping with a variety of ornamental trees. The Huntington Land and Improvement Company designed the tract for the "well-to-do". The Oneonta Park Station was constructed in 1906 and had a ticket counter, newspaper stand, and drinks. A tower with controllers directed the travel of the train lines. The station was demolished in 1951 when operations ceased.

Much of the residential architecture during this period was inspired by the Arts and Crafts movement, which was embraced by artists of every medium. The movement's evolution in Southern California reflected the relationship to the outdoors, to nature, and became an identity for South Pasadena and nearby areas, particularly along the Arroyo Seco. This nature relationship aided the development of a new regional style of architecture became known as the Craftsman style. Local architects Charles and Henry Greene became masters of this style as expressed in Southern California.

Other significant developments in this period included the organization of the Chamber of Commerce in 1909, the growth of the Women's Club, with a new club house built in 1914. The city's population increased to 4,600 by 1910.

5.2 Residential Subdivision, Planning and Engineering (Pre WWII)

The emergence of residential suburbs followed a broad common theme of home and yard integrated together. Subdivided tracts of land are now oriented around the emergence of transportation networks, first rail then the automobile. Early zoning ordinances provided more uniform, controlled restrictions. Engineered street designs became important as automobiles replaced rail transportation.

Suburbanization spurred the growth of population on the edge of cities. In the Southern California region, as population grew substantially, primarily due to growing industries and large migration patterns, a demand for housing and the ideal of nature with community and easy transportation access created conditions for rapid subdivision activity. The American ideal of suburban life in the park-like setting of a self-contained area fueled the aspirations of rising middle income families.

The City Beautiful movement had an impact on suburban subdivisions, landscaping and park-like features helped to create a romantic view of living. Transportation, land use, site development, garden planning, house with yard and garage became the formula. Subdivisions provided specified lot sizes, uniform setbacks and the relationship of dwellings to the street and to each other. Unifying landscape design including features such as gateways, signs, common spaces, tree lined streets, walls, curbs, and specific street patterns were essential.

It is within this context that the Camden Court subdivision is created. Recorded in 1909, advertisements provide an indication of the planning effort that surrounded its creation. ***Figure 10*** is an advertisement for Camden Court lot sales (see ***Exhibit 8*** for an additional advertisement). The Camden Court subdivision was described as unique and attractive, and in the Oneonta Park section of South Pasadena with easy access to Los Angeles. Described as a residential park, large lots, within a grove of orange trees. A Mr. D B Lyons (from Iowa) was listed as the owner, and the ad claims his investment into the tract. The 110-foot-wide boulevard had a handsome parkway. The tract included a small driveway from Oak Street to reach the rear of the large lots making wagon deliveries inconspicuous. Plantings for rare shrubs and elaborate gardens and curbs of crushed granite. A goldfish pond and rustic bridge are listed but not seen today. The Oak Street entrance was defined with stone gates and is enclosed with an ornamental concrete fence and iron railings. The landscape design was done by R. W. Latham, a local landscaper. All residences were to be set back uniformly at 35 feet from the walkway.

Display Ad 261 -- No Title
Los Angeles Times (1886-1922); Feb 27, 1910; ProQuest Historical Newspapers: Los Angeles Times
pg. VI7

OPEN FOR YOUR INSPECTION, TUESDAY MARCH 1st.

CAMDEN COURT

SOUTH PASADENA

Combining all the features of an ideal home spot.

Exceeds in beauty, in adornment, in exclusiveness, in location, all other previous offerings.

IN A CLASS BY ITSELF.

25 minutes from business center of Los Angeles; 7 minutes from Pasadena.

AMIDST THE GOLDEN ORANGES

ANNOUNCEMENT

In this superb plat there are but eighteen large lots. They vary in size from a half to three-quarters acre. Each is equally desirable in points of location, outlook, etc. No street, driveway, Park or Parking is dedicated to public use. Everything within the plat is to be owned and controlled by residents therein. No electric or telephone poles will ever deface the central street or park. Conduits for electric wires have already been laid. No delivery wagons, peddlers, milk wagons or the like will be permitted except on the private driveway provided therefor, touching the rear of every plot. Building restrictions ample yet not prohibitive.

We will not attempt here to mention at length the splendid view, the transportation facilities, the environs, the orange trees, etc., etc. Instead we confine ourselves to the following brief, earnest statements of fact, which may be construed in part as a gentle warning to act promptly.

Camden Court is its own best advertisement. For this reason repetition of its charms and desirability will not be frequent. If interested, it will be wise to investigate and decide the question of purchase, with reasonable promptness.

While improvements are not quite completed and the crowning glory is yet to come, the pressure to permit inspection has become too great to longer withstand. On and after March 1, therefore, prospective buyers will be given every attention.

Full information may be had at either our Los Angeles office—Suite 701-702 W. P. Story Building (Sixth and Broadway) or at the office on the tract, in charge of our Mr. Jay M. Love.

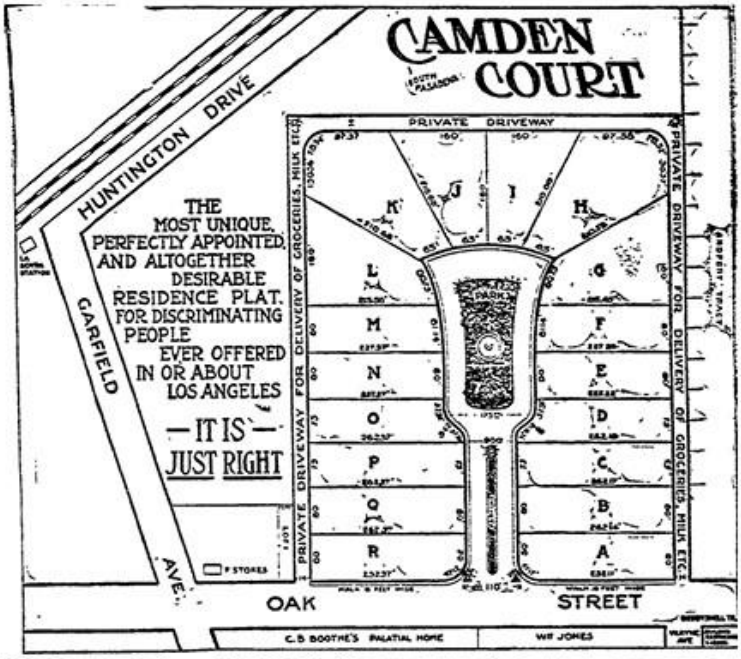
To reach the property, take either of the following cars at Pacific Electric Station, or anywhere on Main street.

Pasadena Via Oak Knoll Monrovia Glendora Sierra Madre

Get off at La Senda Station. From Pasadena, take Oak Knoll car direct. Or any short line car with transfer at Oneonta Park Junction (about six blocks distant).

Plots range from $4000 to $5500 each at opening prices. These will soon be increased. Liberal terms to home builders. The owners reserve the right to reject offers of the full price for lots at their discretion.

LYONS DIVIDENDS COMPANY
(OWNER)
D. B. LYONS, President.
Suite 701-702 Story Bldg. Phones F5533; Main 1727.
Branch Sales Offices. Camden Court, J. M. Love, Agt. Phone 39801.
Listner Bldg., Room 215; Phone F1209; Farnsworth Bros. Agents.



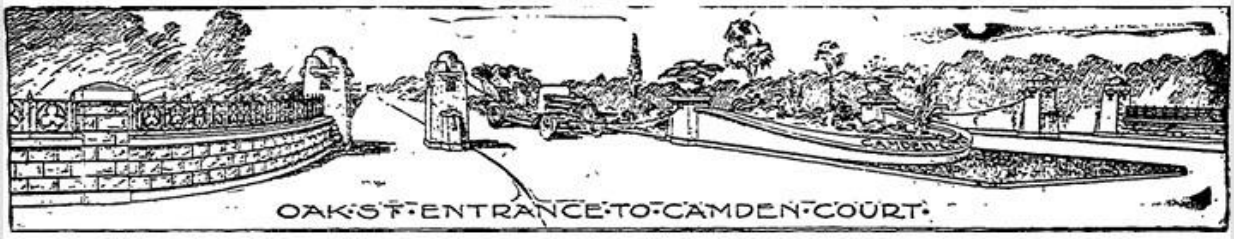


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Figure 10. Advertisement for Camden Court Lot Sales, February 27, 1910
source: Los Angeles Times

The original 18 large lots had outlooks to be owned and controlled by residents. A central street and park were placed in the middle. Ample building restrictions were listed but characterized as not prohibitive. The ad includes an illustration of the lots and park and the entry gates with markers. Some of which remain in portions. The ad mentions an office on the tract but no information was found to indicate its existence. The tract was easily reachable by the Pacific Electric Station at La Senda and Oneonta Park Junction, six blocks away.

5.3 1920s Residential Development in South Pasadena

By the 1920s, the character across the city largely resembled a prominent single family residential neighborhood. During this period, the city lacked an extensive commercial and industrial base, but did have a library, parks, and public schools. Although historians cite the 1920s as a period of growth and prosperity for South Pasadena, the decade also marked a time of transition and modernization. The city's long-held identity as a single family community was challenged as development pressures and population increases encouraged a call for greater density in zoning. During this period, the community struggled with the issues around growth.

Early improvements in this decade focused on conservation of open spaces and creating public parks. Garfield Park was created in 1920. In this period, voters approved bond measures for parklands and civic buildings. In 1923, the city adopted a comprehensive zoning ordinance to guide growth while allowing for multifamily and commercial development. In the mid 1920s, public works projects were expanded serving a growing population. The Oneonta and Las Flores Elementary schools opened in this period. Architecture in South Pasadena in the 1920s reflected the larger trends taking shape in California. The Arts and Crafts movement has largely fallen out of favor by the end of World War I, replaced by an eclectic array of period revival styles. Residential development continued primarily among neighborhoods subdivided in earlier periods. Subdivision activity continues with at least 56 tracts being recorded in the 1920s. ***Figure 11*** is a more recent (1937) historic photograph of the Oneonta Park Junction Station showing further growth in the southern area of the city.

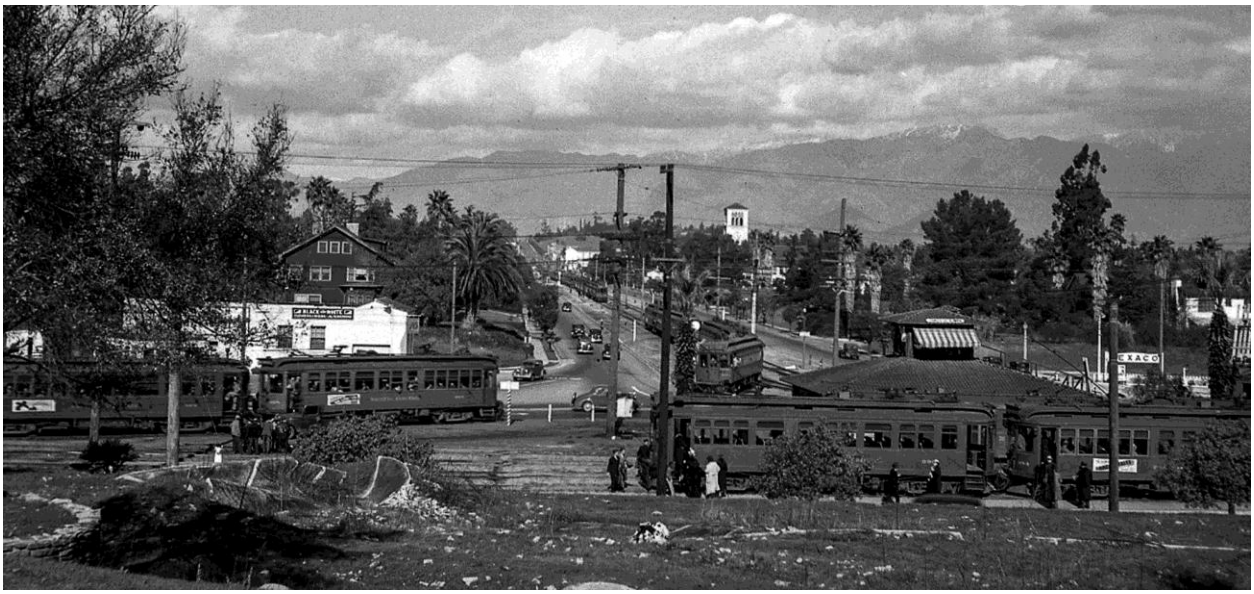


Figure 11. Photo of Oneonta Park Junction Station, Huntington Drive and Fair Oaks Avenue, 1937 *source: Water and Power Associates*

5.4 Craftsman Architecture

The subject property was classified as "Craftsman Cottage" in the 2002 Survey. This report continues to classify the architectural style as such. Although technically not a proper category for the Craftsman style since the term cottage simply means a small residence. To better understand the Craftsman style of the home, a context has been developed. The city has architectural style guides and descriptions contained in various surveys, context statements, and design guidelines that have been referenced in evaluating the property.

The Craftsman style was influenced by the simpler designs found in England's Arts and Crafts movement of the late 19th century, and California architects were able to develop the style into something that combined tradition with modernity. Designed to be efficient with modern conveniences. The homes were intended to relate in scale and color to the surrounding landscapes, incorporating use of natural materials both inside and outside. The Craftsman style developed well in Southern California with the warm climate and availability of land. Architects Green and Green arrived in California in 1888 and envisioned a design for a home that has a direct relationship to its natural surroundings. They opened a Pasadena office in 1894. There are noted homes in South Pasadena designed by Green and Green.

Figure 12 is one of the many examples of the Craftsman style found in South Pasadena. Marked by fine craftsmanship, features like porches and pergolas give it a strong relationship to surrounding gardens and the outdoor environment. In addition to its affinity with its surroundings, the homes were also designed to exist in clusters relating to each other in scale, massing, and texture. Importantly the Craftsman style was applicable to homes of modest sizes. By the end of WWI, prefabricated and mass-produced Craftsman

homes were available from catalog companies. The cozy human scale bungalow became a staple for suburban development for decades.

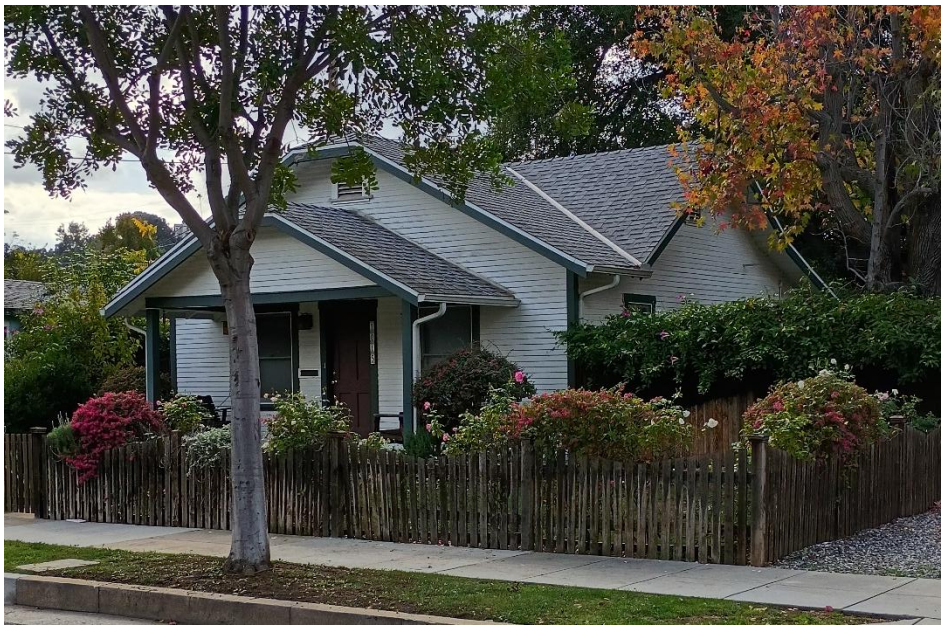


Figure 12. Example of Craftsman Style Architecture in South Pasadena

source: Willdan

The Craftsman form is generally overshadowed by its roof and subdued in color, placing an emphasis on the horizontal within its surroundings. The Craftsman form is restrained in style with low slung broad proportions. The house plan places an emphasis on massing, and the plan works well both symmetrically and asymmetrical, most are one or two stories, with a rectangular footprint. The style has long low sweeping gable roofs with the gable end usually placed perpendicular to the street. The lower gable often covers the open porch and a larger gable covers the main portion of the house. The roof features wide overhangs and is expansive, sometimes decorative beams are found at the ends of gables. Craftsman homes are often designed with a front porch characterized as full or partial in width. Porch piers are often decorative and sometimes constructed of stone or brick and emphasize the porch area. Rafter tails are sometimes decorative.

Craftsman style homes are often constructed with a wood frame from natural or rustic materials and have a stone foundation. The exterior is often clad in horizontal wood siding or pattered shingles. Doors are often prominent and windows are often arranged in groupings. Windows are most commonly double or single hung with a pronounced profile and wood framing. Architectural details are found often in the use and application of wood and other natural materials.

6.0 ARCHITECTURAL AND SITE EVALUATION

The home was built in 1925 in a minimal Craftsman style and was classified as "Craftsman Cottage" in the prior 2002 survey. The 2002 survey listed a few properties in South Pasadena with the "Cottage" description added to a primary architectural style, presumably because of smaller than average size. The following describes the site and buildings, features, alterations and integrity for 1806 Camden Avenue. ***Exhibit 9*** contains a series of photographs of the subject property to better understand its architecture and site features.

6.1 Streetview, Landscaping, and Site Features

The house sits at the extreme rear of the lot with less than four feet of separation from the block wall that separates the parcel from the neighboring home to the rear. The home is obscured from view due to its placement on the lot and extensive vegetation. At 686 square feet, one story, and low-pitched roof, a side entry, it appears to be purposely obscured from the street and public environment. Sitting toward the front of the lot but behind the prevailing setbacks of the neighboring homes, is the 1972 constructed two-car garage. The stucco clad side wall of the garage is the most visible built feature on the parcel. The arrangement looks to disassociate with the surrounding properties in both its use as a garage and its lack of features, style, and architectural details. It appears to represent a "blank wall" to the public view points. The wide overhead aluminum garage door opens to the side. ***Figure 13*** shows a view of the property from the sidewalk showing the side of the garage. The parcel has a concrete driveway leading from the street to the front of the house with apron-like pads that widen the driveway. It gives the appearance that there may have been some type of auto or front entry on this street facing façade or originally constructed as a garage but converted to a house, but there is no evidence for this scenario.



Figure 13. Sidewalk view of Subject Property from the South

source: Willdan

The parcel is heavily wooded, much of it overgrown vegetation. There are both native and ornamental remnants of former plantings. A grass lawn area covers the front portion of the parcel, in front of the chain link fence and metal gate. Heavy vegetation is found along the north side of the parcel. A deep side yard is located along the north side and is separated by a block wall and wooden gate. A wooden gate is also found at the other side of the house.

6.2 Architectural Style, Plan, Orientation, and Details

The subject property was built in the Craftsman style of architecture, principally due to its wood lap siding, wood windows and doors, rafter tales, overhanging eaves and low-pitched roof. These features are deemed character-defining. The home was also built during the Craftsman period but toward the end of the period. Because the original construction permit does not exist with the city or the **C**ounty Assessor, it is difficult to better understand its origina**l** design and purpose.

Although there is no evidence in the records, it appears that the home may have been a “kit home”, a very popular form of development in the early 1920s, in areas within and surrounding South Pasadena

and the greater Southern California area. These homes were purchased to be easily and quickly built on the average subdivided lot, rapidly appearing in South Pasadena and other areas in the early 1920s and could be built by one or two people with limited skills. Although some “kit homes” have grand**er** designs, most were modest for ease of construction and lower costs.

The roof is low pitched and broad covering the square shaped house. The roofline is accented by blue painted eaves. Rafter tails are characteristic and are minimal in shape, placement, design, and detailing. The house is clad in horizontal wooden lap siding on all four sides and is characteristic of the Craftsman style. The foundation is concrete and slightly raised.

Figure 14 shows the front of the house with two windows, and the front facing gable peak with rafter tail. Both windows have an aluminum canopy. The window to the left has wooden shutters. The window to the right is the bay window added in 1947. It has a wood profile overhang and is in three parts. It is unknown what the appearance of the front before the bay window addition. It may have been a window similar to the other front window. A wooden shelf-like feature sits at the lower portion of the bay window. The bay window does appear to be an addition due to the limited spacing below the roofline and limited vertical spacing to the corner of the house.

The front entrance to the house is at the side, facing the north. It is a simple, unadorned opening with a paneled wood door. There is no definable porch, but the entry steps/floor is minimally designed and constructed in a brick pattern with edging. A broad aluminum canopy covers the front door, sitting low. A brick fireplace chimney is located to the left of the front door, but does not appear to be functional, and may not be original. The house’s rear wall contains a back door with a concrete platform that is insufficiently distanced from the property’s block wall.



Figure 14. Front View of House, Details
source: Willdan

6.3 Alterations and Additions

According to building records with the city and County Assessor, the major alteration to the house was the addition of the bay window to the front, street facing façade. This was likely done in 1947 and in conjunction with a permitted bedroom addition. The design of the bay window also appears to have been an attempt to modify the home's style to be more like other homes being built in the post-World War II styles, like the Minimal Traditional style.

Figure 15 shows the lower portion of the bay window with a brick foundation serving as a base. The addition, placement and spacing of this window addition changes the balance of the square shaped house, likely constructed with limited features. The majority of windows have been replaced with aluminum sliders, although the openings appear to remained unchanged. The bathroom window at the side appears to be original, constructed of wood with a characteristic framed opening. The front side window at the south elevation appears to be a modern window replacement ill attached to the original wood frame. The

wood siding appears to be completely original and generally in good condition. Wood window framing and sills appear to be original.



Figure 15. View of Lower Half of Front Bay Window

source: Willdan

6.4 Integrity

To be listed on the National Register of Historic Places (or other register program including South Pasadena), a property must not only be shown to be significant and meet applicable criteria, but it also must have integrity. Integrity is the ability of a property to convey its significance. Integrity is defined in prior surveys and context statements as well as in the Cultural Heritage Ordinance. It is also widely used in identifying historic resources at all levels. The evaluation of integrity must be grounded in an understanding of a property's physical features and how they relate to its significance. Historic properties either retain integrity (convey their significance) or they do not. Within the concept of integrity, the National Register criteria recognize seven aspects or qualities that, in various combinations, define integrity and include:

1. Location
2. Design
3. Setting
4. Materials
5. Workmanship
6. Feeling
7. Association

Often an evaluation of integrity follows a finding that the property meets the criteria and found to be significant. For this property, integrity has been conducted since it was built during the original Camden Court period and was previously surveyed and listed as a contributor to the Camden/Court historic district.

Based on this report, the property was found to have insufficient integrity. It meets only the "1. Location" and "2. Setting" aspects. Properties should meet most or all aspects to have integrity. The following describes why the property does not meet the integrity test.

ASPECT	1806 CAMDEN AVENUE EVALUATION
Location: *Location is the place where the historic property was constructed or the place where the historic event occurred. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons.*	The house is located in its same original place using historic Sanborn maps for comparison. There was no garage to the house originally.
Setting: *Setting is the physical environment of a historic property. It refers to the historic character of the place in which the property played its historical role. It involves how, not just where, the property is situated and its historical relationship to surrounding features and open space.*	The house retains its original setting with the Camden Court neighborhood surrounded by stately homes of all sizes, some single story and some two stories. The landscaped setting of the parcel and the neighborhood are consistent with the original design of the neighborhood.
Design: *Design is the combination of elements that create the historic form, plan, space, structure, and style of a property. This includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.*	The design of the house is simple, more utilitarian than residential. It has few Craftsmen character-defining features and is absent of a defining porch or portico entry, characteristic of the style. It may have been a "kit house" with minimal details and no ornamentation.
Materials: *Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. If the property has been rehabilitated, the historic materials and significant features must have been preserved.*	The home maintains its original wood siding and rafter tails. A majority of the windows have been replaced with more modern aluminum varieties and have significantly changed the look and feel of the house given so few character-defining features. The bay window addition has changed the original simplistic design of the square-shaped house.
Workmanship: *Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is the evidence of artisans' labor and skill in*	The house is likely a "kit house" in its very simplistic form. It was not intended to exhibit design details and skilled workmanship, but to be more functional. The home lacks the quality seen

constructing or altering a building, structure, object, or site. It may be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing.	in detailing features of Craftsman homes even the most simplest in design.
Feeling: *Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character.*	Because of the home's original simplistic design and minimal features, in addition to alterations over the years, it does not convey a feeling of historic association to the neighborhood. The front entry is lacking definition, only highlighted by the brick floor/steps.
Association: *Association is the direct link between an important historic event or person and historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer.*	The layout of the house and garage, particularly their side entries disassociate the property with Camden Avenue, and the overall Camden Court neighborhood. It has no clear orientation and spatial relationships with its neighbors. It reads as a property that does not want to be seen compared to the other homes in the neighborhood or in South Pasadena in general. The addition of a garage, out of scale with the house, and poorly integrated within the parcel. Its feature-less massing has no relationship to the street other than easy access.

7.0 HISTORIC DISTRICT EVALUATION

7.1 Prior Survey (2002)

The property was previously included in a larger, City of South Pasadena, historic resource survey conducted in 2002 by PCR Corporation. This prior survey identified a potential historic district, significant at the local level, known as "Camden/ Court District". A description of the district is included below (see ***Figure 16***) and the completed DPR form is attached as ***Exhibit 3***. A boundary map of the district is shown above as ***Figure 5***. The DPR form was completed on a 523A Primary Record intended for individual properties. A 523 District Record was not completed. There is no stated period of significance, significance statement, boundary justification, or designation of contributors versus non-contributors. The year built for approximately 33 properties is not included.

name

Camden/Court District

description

This charming neighborhood is located south of Oak Street and north of Huntington Drive, off Camden Parkway.· It is comprised of approximately 33 contributing properties most of which are focused around a small, landscaped park area. The northern portion of this court was developed on the Camden Court Tract with lots averaging 75 feet by 220 feet. The southern portion of this neighborhood was developed on Tract No 1091 and Tract No. 1017 with most lots measuring 50 feet by 135 feet. The Camden/Court district is characterized by one- and two-story, single-family residential structures designed in the Craftsman style. There are also examples of the Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles in the area. The central park is landscaped with a variety of full and mature shrubs and trees, including Canary Island Palms. A small island with the words "CAMDEN COURT" spelled out on a sign wrapped around a tree is located at the north end of the parkway at Oak Street.

Figure 16. Description of the Camden/Court (Surveyed) Historic District

source: City of South Pasadena/PCR Corp, 2002

The list of addresses includes an architectural style classification and a State Status Code. There is no integrity finding for any of the properties listed. Because the boundary map encompasses more properties than listed, those within the boundary and not included among the 33, were likely deemed non-contributors, but this is not clear from the survey report. Some homes were built in more modern eras, but some were built in the 1920s and 1930s with good integrity but not listed. Therefore, it is not understood the role the property has within the district.

The city conducted a more recent survey in 2017, completed by Historic Resources Group, but that survey did not include the Camden/Court potential district or any of its properties. It carried forward the information from the 2002 survey and the subject property remained listed on the inventory.

7.2 Report Re-Survey (2025)

To better understand the status of the property within the district, a limited district survey was conducted in November 2025 because the prior 2002 survey did not provide enough information for evaluating historic resources. Additionally the prior survey is beyond its useful age, State Status Codes have since changed twice, and changes to properties and the environment could be expected, additionally physical conditions typically change over this length of time and regulations and evaluation standards could change over time, therefore it was found necessary to conduct the Camden/Court district re-survey for the purpose of understanding if historic resources exist. The re-survey does not evaluate for National Register or California Register districts, only a historic district under the local ordinance. Additionally, it does not provide all the information needed for an intensive-level survey and does not serve as an application for the historic district designation process under the local ordinance.

The re-survey of Camden/Court is intended to provide more evidence of its eligibility as a local historic district and to distinguish between contributors and non-contributors. The re-survey includes all properties within the original Camden Court subdivision from 1909, the subsequent Camden Court modification in 1911, and the southern extension of Camden Court also in 1911. Together these three subdivisions create a distinct neighborhood designed around a park-like environment with both large and small homes built in the various distinctive architectural styles of the period. The properties all contain a landscape design and are oriented toward the street or are public facing. Their front entry is distinct, and the setbacks are consistent and unifying. Street trees and features create a sense of place. The historic markers of the area are distinct.

Table 7a is a listing of all the properties in the northern section of Camden Court and ***Table 7b*** lists all the properties in the southern section which contains the subject property. This boundary includes 50 properties. A larger number than what was included in the prior survey. It appears that the prior survey focused on single family homes built between 1909 and 1936, the stated construction dates on the DPR Primary Record. There were a few homes from this report survey conducted in this period that do not show up on the list from the 2002 survey.

The survey lists the year built and property size based on information from the Los Angeles County Assessor. It lists architectural style based on the prior survey. For properties not included in the prior survey, the architectural style assigned follows style guides used in South Pasadena. The key information

in this report survey is the classification of contributors and non-contributors. Contributors are defined in National Register guidelines and the South Pasadena Cultural Heritage Ordinance and are widely used in historic district surveys and designations at all levels of government.

Contributors to the Camden Court District are those built in the period of significance which starts in 1909 when Camden Court was first subdivided and ends in 1945, at the end of the World War II period. It includes all property uses. It only includes those properties built in the period with sufficient integrity. Many of the properties in Camden Court have retained their integrity. Many properties have been altered over the years, many of the changes were minor or occurred to areas not seen from the street. A few have been altered where the original design has been compromised and a more modern style can be seen, but in those cases, the essential form and features and original architectural style is distinguishable. Those properties were classified as contributors. Non-contributors include properties built after 1945, parking lots, vacant lots, and properties built in the period of significance but have poor integrity or that do not conform to the key unifying characteristics of the district.

Based on the survey work in this report, Camden Court was found to be an eligible local district under the criteria of the local ordinance. This report provides key information lacking in the reconnaissance 2002 survey. The boundary of the eligible district is slightly larger than the 2002 survey boundary since it is based on the original 1909 Camden Court subdivision and its modification and expansion. It is unified by the design of the subdivision, the orientation, size of lots, its park center and landscape design, streetlamps, and entry markers. ***Figure 17*** shows the focus of the subdivision around a central park. ***Figure 18*** shows development widely completed by the 1940s. ***Figure 19*** shows the boundary of the eligible Camden Court District surveyed for this report.



Figure 17. Panoramic View of Camden Court Entry with Park in Background
source: Google Maps

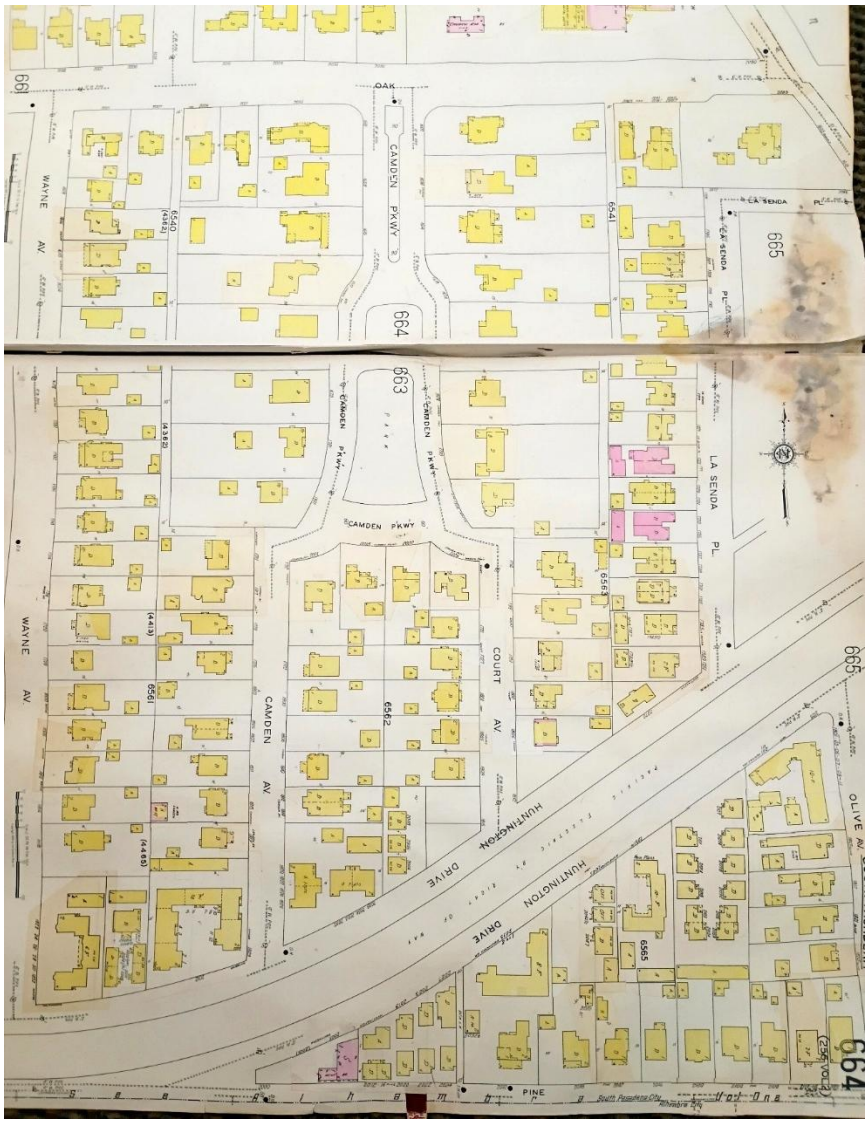


Figure 18. Sanborn Map with Subject Property and Surroundings, 1930 updated

source: Sanborn Fire Insurance Company, City of South Pasadena



Figure 19. Boundary of Camden Court Historic District

source: Base Map, Los Angeles County Assessor

The re-survey included site visits to the neighborhood along with a photographic survey of all properties and features. Survey work was done from the public rights of way. No research was conducted on individual properties, other than what is publicly available from the Los Angeles County Assessor. The fieldwork included a superficial integrity analysis using a general rating system. A period of significance was identified as 1909 to 1945, when the tract was largely built out. Contributors and non- contributors were identified.

For each property the focus was on built resources. Features, secondary structures and landscaping were not considered. Properties and features within the district were not evaluated individually for eligibility as individual potential historic resources at the local, State, or National level. For example, a non-

contributor within the district could be eligible for other registration programs. Similarly, a contributor could or may not be eligible for other registration programs.

The subject property was found to be non-contributor to the eligible Camden Court district. Although it was built in the period of significance, it lacks distinction and does not conform to the pattern of development that conveys the history and development vision of Camden Court. In addition to lacking integrity as documented above in this report, its extreme setback, lack of distinguishing character-defining features of the Craftsman style, a garage addition found closer to street, and inconsistent layout in building placement and landscaping compared to surrounding properties and contributing properties in Camden Court overall, make it ill integrated.

The rear placement of the home is made more extreme and non-conforming with a side entry, not seen from the street, particularly since it is behind a fence and gate. The street facing façade was altered likely in 1947 giving it the appearance of a more traditionally designed side elevation. The garage at the front of the property is large in relationship to the home to the rear and is utilitarian, lacking in style, covered in stucco, and has no features. The overhead garage door faces the side of the lot, additionally disassociating the relationships of built structures to the streetscape of the neighborhood. The landscaping is segmented across the lot and does have a discernible design.

The following is a summary of the survey data.

Total number of properties:	50 (100%)
Total number of contributing properties:	42 (84%)
Total number of non-contributing properties:	8 (16%)

In summary, this report confirms that Camden Court is an eligible local district, consistent with the reconnaissance 2002 survey but with a more precise boundary and period of significance, and lists properties as contributors or non-contributors. This report, however, is not in agreement with the status of the subject property which appears to have been classified as a contributor in the 2002 survey. This report finds that the subject property at 1806 Camden Avenue is a non-contributor, primarily due to insufficient integrity and a lack of design in structures, layout, and landscaping, consistent with the planned and executed development of Camden Court in the 1909 to 1945 historic period.

TABLE 7a

Historic District Survey Results (Camden Court Entry/Northern Section)

source: Willdan

ADDRESS	YEAR BUILT/ EFFECTIVE YEAR BUILT	SQUARE FOOTAGE/LOT SIZE	ARCHITECTURAL STYLE (USE)	CONTRIBUTOR (C) OR NON-CONTRIBUTOR (NC)
2015 Oak Street *	1924/1928	2256/11040	English Inspired	C
2021 Oak Street *	1928/1955	3055/8800	Spanish Colonial Revival	C

2035 Oak Street *	1928/1951	3616/12008	Spanish Colonial Revival	C
1602 Camden Parkway *	1913/1925	3868/12320	Mission Revival Influence	C
2061 Oak Street *	1964/1964	1998/8160	Modern	NC (Outside Period)
1609 Camden Parkway *	1927/1950	3068/12160	Colonial Revival Influence	C
1615 Camden Parkway	1912/1938	4704/20700	Craftsman	C
1619 Camden Parkway	1936/1963	3526/18375	Tudor Revival	C
1629 Camden Parkway	1921/1925	2792/16000	Craftsman	C
1701 Camden Parkway	1924/1948	3981/17415	English Revival	C
1707 Camden Parkway	1988/1988	3760/16400	Contemporary	NC (Outside Period)
1608 Camden Parkway	1923/1940	2499/20960	Early Ranch	C
1614 Camden Parkway	1913/1935	3562/19650	Craftsman	C
1618 Camden Parkway	1927/1960	2660/15000	Spanish Colonial Revival	C
1628 Camden Parkway	1923/1995	3296/18160	English Inspired	C
1700 Camden Parkway	1936/1954	3534/15600	Late Colonial Revival	C
1706 Camden Parkway	1947/1969	4300/17600	Streamline/Regency	C

Notes:

* Not listed in 2002 Survey

TABLE 7b

Historic District Survey Results (Camden Court Extension/Southern Section)

source: Willdan

ADDRESS	YEAR BUILT/ EFFECTIVE YEAR BUILT	SQUARE FOOTAGE/LOT SIZE	ARCHITECTURAL STYLE (USE)	CONTRIBUTOR (C) OR NON-CONTRIBUTOR (NC)
1711 Camden Ave *	1989/1989	3104/8640	Contemporary	NC (Outside Period)
1717 Camden Ave *	1938/1938	1657/6750	English Inspired	C
1723 Camden Ave	1921/1940	2352/6750	Craftsman	C
1725 Camden Ave	1912/1960	2372/6750	Craftsman	C
1803 Camden Ave *	0/0	0/6750	(Vacant Lot)	NC (Vacant Lot)
1807 (1805) Camden Ave	2300/0	1923/1960	Spanish Colonial Revival (Duplex)	C
1811 Camden Ave	1909/1920	2211/6750	Craftsman	C
1815 Camden Ave	1912/1916	2561/6750	Craftsman	C
1819 Camden Ave	1912/1939	2313/6750	Craftsman	C
2012 Huntington Dr *	1930/1930	13683/21666	Spanish Colonial Revival (Multi Family Residential)	C
1822 Camden Ave *	1916/1916	4202/0	(Multi Family Residential)	C
2036 Huntington Dr *	0/0	0	(Parking Lot)	NC (Parking Lot)
1812/1814 Camden Ave *	1924/1925	2084/0	English Revival (Duplex)	C
1810 Camden Ave	1912/1927	2544/6800	Colonial Revival/Craftsman	C
1806 Camden Ave	**1925/1925**	**686/6800**	**Craftsman Cottage**	**NC (Integrity)**
1800 Camden Ave *	1940/1942	1424/6800	English Inspired/Colonial Revival	C
1722 Camden Ave	1921/1921	1236/6800	Craftsman	C

2014 Camden Parkway	1911/1918	3206/10087	Colonial Revival	C
2018 Camden Parkway	1933/1933	2787/9840	Spanish Colonial Revival	C
2022 Camden Parkway	1924/1934	1650/9840	Spanish Colonial Revival	C
2026 Camden Parkway *	1938/1938	1306/4940	English Inspired/Minimal Traditional	C
1721 Court Ave	1929/1929	2244/5082	Spanish Colonial Revival	C
1727 Court Ave	1916/1925	2575/6800	Craftsman Influence	C
1801 Court Ave	1912/1945	2083/6800	Craftsman	C
1805 Court Ave	1911/1920	2520/6800	Craftsman	C
1809 Court Ave	1912/1950	2002/6800	Craftsman	C
2044 Huntington Dr	1987/1987	6850/0	Modern (Commercial Office)	NC (Outside Period)
Court Ave & Huntington Drive (Parcel 018)*	0/0	0/0	(Vacant Lot)	NC (Vacant Lot)
1806 Court Ave	1912/1912	2340/6426	Colonial Revival	C
1800 Court Ave	1911/1917	2020/6750	Colonial Revival	C
1724 Court Ave	1935/1935	1552/8370	Spanish Colonial Revival	C
1718 Court Ave	1923/1923	2082/8505	Colonial Revival/Craftsman	C
1714 Court Ave	1920/1929	2544/11070	Colonial Revival	C

Notes:

* Not listed in 2002 Survey

8.0 SIGNIFICANCE AND ELIGIBILITY FINDINGS

This report is an assessment of the property's eligibility as a "Landmark" under the ordinance, in addition to the criteria of the National Register and the California Register. Also, a historic district eligibility finding is being made, as well as a CEQA finding for the existence of historic resources.

8.1 South Pasadena Historic Resources, Landmarks and Historic Districts

Criteria and standards for the designation of landmarks and historic districts shall include any or all the following, as applicable (SPMC Section 2.63(b)):

(1) Its character, interest or value as a part of the heritage of the community;

1806 Camden Avenue: NO.
The property does not have interest. It is very simple in design and construction, lacking even a minimal level of architectural detailing to classify it clearly as Craftsman in style. The lack of a defined front entry, key in the Craftsman style, either symmetrical or asymmetrical, is missing.

Camden Court District: YES.
The Camden Court subdivisions are unified in design and developed with large and small lots oriented around public park-like features and public spaces.

(2) Its location as a site of a significant historic event;

1806 Camden Avenue: NO.
The property is not within a site where any significant historic event took place. It represents the residential development on one lot within the Camden Court subdivisions.

Camden Court District: NO.
There are no significant historic events associated with the development of Camden Court.

(3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;

1806 Camden Avenue: NO.
Research conducted on the people most closely associated with the subject property, the married couple that built and owned the home originally, revealed nothing

considered noteworthy for either person. The husband, William J. Brizius, was a dentist in Los Angeles, having graduated in 1903. There is no evidence that he contributed to his field of specialization or made a noteworthy advancement to dentistry.

Camden Court District: NO.
There was no information about D. B Lyons indicating his significance as a land developer in the region. R. W. Latham is listed as responsible for landscape. Neither are listed in the South Pasadena Context Statement of persons of importance.

(4) Its exemplification of a particular architectural style of an era of history of the city;

1806 Camden Avenue: NO.
The property does not represent the Craftsman style of architecture well. It does provide an example of the style in its most simplistic form, but a series of alterations have changed what was likely a simple basic design.

Camden Court District: YES.
The Camden Court subdivisions taken together represent a very significant collection of architectural styles from the period, 1909 to 1945. It contains fine examples of the Craftsman style, in addition to the Spanish Colonial Revival style, and the Colonial Revival style. There are both single family homes and apartment buildings in their well preserved styles.

(5) Its exemplification of the best remaining architectural type in a neighborhood;

1806 Camden Avenue: NO.
The property is an example of a very simple dwelling with few character-defining features. Its alterations have compromised its simplistic design. As a "Craftsman Cottage", there are other better examples without compromising alterations.

Camden Court District: YES.
The Camden Court subdivisions represent some of the City's finest examples of its diverse collection of residential architecture. Other than a few homes, the overwhelming majority have not been altered and retain their integrity.

(6) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;

1806 Camden Avenue: NO.
The property is not associated with any person or persons seen as influential to the heritage of South Pasadena or beyond.

Camden Court District: NO.
The persons associated with the planning and development and financing of the Camden Court subdivisions have not been influential in the heritage of South Pasadena or beyond.

(7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;

1806 Camden Avenue: NO.
The house is likely a "kit house" or was constructed based on simplistic or possibly no plans at all. It exhibits construction in its most simplistic form at the time; however, a series of alterations have obscured the original design of the home.

Camden Court District: YES.
The Camden Court subdivisions contain a development pattern in architecture, planning, and landscaping considered outstanding. Special attention was given to the features of the area. The rich collection of architectural styles are well represented throughout the neighborhood. The park-like setting is exemplary in a residential subdivision.

(8) It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;

1806 Camden Avenue: NO.
The property disassociates from its surroundings due to its non-conforming placement of built structures and indistinguishable front facing architectural features which are prominent among other homes in the neighborhood.

Camden Court District: YES.
The Camden Court subdivisions represent a distinctly, well designed neighborhood with lots of various sizes arranged around a landscaped park, median, and streets. Entry markers, walls, and lampposts, add to the feeling of a cohesive, unified residential area.

The fine examples of various architectural styles combine well with both small and large examples, in addition to multifamily examples.

(9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;

1806 Camden Avenue: NO.
The property does not represent the area's residential pattern of development very well. Its odd placement of structures in relationship to public views interrupts the consistent pattern of development characteristic of the neighborhood and other areas of South Pasadena.

Camden Court District: YES.
The Camden Court subdivisions, particularly the entry marker, and center park, are a unique feature not found in many residential tracts within South Pasadena or neighboring areas.

(10) Its potential for yielding information of archaeological interest; or

1806 Camden Avenue: Not Applicable.

Camden Court District: Not Applicable

(11) In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction.

1806 Camden Avenue: Not Applicable.

Camden Court District: YES.
The Camden Court subdivisions comprise a well- designed and executed residential area, distinct particularly because of landscaping, physical features, and the well-designed homes built in a vast array of architectural styles. Together both the public and private realms of the neighborhood are exemplary and outstanding.

8.2 National and State Historic Resources

The property is being evaluated against the criteria of the National Register and the California Register. The property does not meet the criteria as stated below.

Criterion 1: Is associated with events that have made a significant contribution to the broad pattern of California's history and cultural heritage.

1806 Camden Avenue: NO.
There is no evidence that the property is part of an event significant to the patterns of development in the State and Nation.

Criterion 2: Is associated with the lives of persons important in our past.

1806 Camden Avenue: NO.
There is no evidence that the persons most closely associated with the property made important contributions to the State or Nation.

Criterion 3: Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

1806 Camden Avenue: NO.
The property has an ill layout. Built and natural features have no orientation to each other or the neighboring properties. The home is a very simple form of the Craftsman style and has been altered from its original construction.

Criterion 4: Has yielded, or may be likely to yield, information important in prehistory or history.

1806 Camden Avenue: Not applicable.

8.3 CEQA Historic Resources

The subject property does not qualify as a "historical resource" under CEQA since it is not eligible for any of the register programs at the local, State, or National levels and because it is a non-contributor to an eligible historic district.

9.0 CONCLUSION

Based on the research, evaluations, analyses, assessments, documentation and findings contained in this report, the subject property at 1806 Camden Avenue, on its own, was found ineligible for the National Register of Historic Places, the California Register of Historical Resources, and the South Pasadena Landmark program. It was found ineligible for all three registration programs because it does not meet the criteria and does not have the integrity needed to qualify.

In 2002, the property was surveyed and found to be a part of an identified potential historic district known as "Camden/Court". Although the survey did not document contributors versus non-contributors, assess integrity, or provide a context, the subject property was given a State Status Code rating identifying "Camden/Court" as a potential historic district. Additionally, the subject property at 1806 Camden Avenue was given a State Status Code rating listing the property as a contributor to that historic district. This action placed the subject property on the South Pasadena inventory, classifying it as a historic resource. The City's more recent historic resource survey conducted by Historic Resources Group in 2017, did not re-survey this potential district or the subject property. No other survey work on the property has been completed since the 2002 work.

Because the prior 2002 survey was a general reconnaissance level survey versus an in-depth intensive level survey, its scope was limited, particularly since it was a part of a larger survey effort. To adequately evaluate the subject property, a more complete survey was conducted as a part of this report with a focus on local historic district eligibility. A historic district survey for the National Register or California Register was not conducted, considered beyond the scope of this report.

Based on a re-survey of the previously surveyed "Camden/Court", this report found that there is an eligible local historic district known as "Camden Court". The period of significance is 1909 to 1945 and the boundary includes all properties within the originally designed and subdivided Camden Court Tract surveyed and recorded in 1909 and its modification and extension in 1911. This report included a windshield survey of all 50 properties in Camden Court, a general integrity rating, and classification of contributors and non-contributors. The locally eligible, but not designated, "Camden Court Historic District", should be the focus for historic resources.

This report found the subject property to be ineligible as a contributor to the district due to insufficient integrity, despite being constructed during the district's period of significance. Its extreme setback, minimal Craftsman character-defining features, dominant front garage, and lot placement of structures and landscaping oriented away from the street and public spaces, counter to the prevailing development pattern of the eligible historic district which orients homes as front facing and around landscaped streets and park spaces.

Therefore, the property at 1806 Camden Avenue does not qualify as a "Historical Resource" under the CEQA definition. This report provides the "substantial evidence" needed when a prior survey classified the property as a historic resource. The property is not eligible for any historic resource category at the local, State, or National level. However, because the property is within an eligible local historic district, although a non-contributor to the district, any modification and development to the property (infill

development) should comply with the Secretary of the Interior's Standards for Rehabilitation, to help avoid any potential adverse impact on the historic district. Similarly, because the property was found to be a non-contributor to an eligible historic district, the South Pasadena Cultural Heritage Ordinance requires a review of any development proposal to the property, by the South Pasadena Cultural Heritage Commission. The Commission should be guided by standards, guidelines, and common practices for infill development in historic districts.

Exhibits

Exhibit 1

Resume – Juliet Arroyo



EDUCATION

MA, Urban Planning, University of California, Los Angeles

BA, Geography, California State University, Fresno

Certificate Coursework in Historic Preservation, University of Southern California

ASSOCIATIONS

California Preservation Foundation

American Planning Association

Highland Park Heritage Trust, Member

Los Angeles Conservancy, Member

Society of Architectural Historians

Glendale Historical Society, Member

Historic Highland Park Neighborhood Council, Vice President

Dance Resource Center of Greater Los Angeles, Board Member

PROFESSIONAL CERTIFICATIONS

Certificate, Historic Preservation, University of Southern California

30+ YEARS OF EXPERIENCE

Juliet M. Arroyo

Senior Environmental Planner

Juliet Arroyo has 30+ years of experience in urban planning specializing in multimodal transportation planning, environmental review, historic resources, and land use design and standards. She has over 20 years of experience in historic resource assessments and preservation planning and meets the Secretary of the Interior's professional qualifications standards in architectural history. She specializes in historic resource assessments, design review, multimodal transportation planning and design work, and providing environmental review services across California. She has additional experience in grant writing for all disciplines, community outreach and stake-holder engagement for all types of projects. She had experience in ordinance development and zoning code rewrites. She is particularly adept at understanding planning law and compliance with procedural requirements. As part of her work in multimodal planning, she has written numerous grants for infrastructure improvements to the transportation system. She wrote two successful grant applications for Southern California Association of Governments' multimodal transportation planning and manages compliance requirements associated with grant funded projects.

Juliet is often responsible for environmental review compliance for client projects and provides technical expertise in historic resources, CEQA, NEPA, and Section 106. She provides environmental reviews for transportation projects under Caltrans environmental regulations and other local, state, and federal environmental requirements; coordinates technical studies required for environmental review; and manages community and government outreach activities for proposed projects and studies. She provides consulting services to municipal governments and is currently serving on the historic preservation task force as a consultant to the City of San Marino. Her current focus is on rehabilitation and reuse of historic properties for any number of viable uses. She has provided services to non-profit and advocacy organizations. She has prepared over 60 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys. She received an award from the Glendale Historical Society and has been part of the award-winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the APA and the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

Relevant Project Experience

Historic Preservation Officer, City of San Jose – 2018 - 2021

Contract Planning and Environmental Services, City of South Pasadena, CA. Land Use and Historic Planner. Willdan is providing expeditious review of development applications through major project review programs. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; and initial studies under the California Environmental Quality Act and related environmental documents. Willdan provides full-time contract planning services for the City's Planning Division

Planning Services, City of Whittier, CA. Historic Resources Planner. Developed detailed City records responsible for maintaining a history of developmental projects. Lead the entitlement process for commercial and residential projects submitted at the planning counter. Interpreted the municipal code to answer inquiries from the public about land use policies and regulations. Updated City maps and other planning documents to reflect

the active general plan and zoning ordinances. Conducted field research and analysis on current planning issues throughout the City's jurisdiction.

Planning Consulting Services, City of Culver City, CA. Planner. Willdan is providing Contract Project Management Services for the Culver Studios Comprehensive Plan update. Services include comprehensive planning services for project entitlement processing including environmental documentation for residential, commercial, and industrial projects.

Summary of Plan Development and Adoption Experience

Juliet M. Arroyo is currently the principal author of the Old Town Placentia Plan, a comprehensive vision for aiding in the revitalization of the City's original town center scheduled for adoption in December 2016. Work included circulation options, land use options, streetscape design, placemaking, as well as business support and on-going programming. She additionally assisted with the preparation of the Downtown El Monte Main Street Specific Plan which provides for increased residential and commercial mixed-use density around several transit hubs in Downtown El Monte. She has prepared bicycle plans, pedestrians plans, active transportation plans, and safe routes to schools' plans. She has been actively involved in soliciting community input, making the public aware of project plans, and engaging stakeholders to shape plans from beginning to adoption. Prior to the end of redevelopment, she prepared numerous redevelopment plans, and amendments to redevelopment plans. She specializes in bringing circulation, land use, design, and livability into creating special places.

Project Experience

- Old Town Placentia Plan
- Downtown El Monte Specific Plan
- Rosemead Bicycle Transportation Plan
- Baldwin Park Non-Motorized Active Transportation Plan
- Downtown Fresno Redevelopment Plan Merger

Summary of Historic Resource Experience

Juliet M. Arroyo provides services to governmental agencies, developers, property owners, and community groups regarding planning projects and historic resources, specializing in regulations at the local, State, and National levels. Her primary duties include managing projects, providing documentation, and leading research efforts. She has prepared numerous historic resource assessment reports for single property evaluations and conducted reconnaissance level surveys of larger areas. She also provides on-going consulting to owners navigating the development review process. She also provides consulting services to municipal governments and is currently serving on the historic preservation task force as a consultant to the City of San Marino. Her current focus is on rehabilitation and reuse of historic properties for any number of viable uses. She has also provided services to non-profit and advocacy organizations.

She has prepared over 50 historic resource assessment reports, including register nominations, CEQA resource reports, and single and multiple property historic surveys. She was the historic preservation officer for the City of Glendale for five years and prepared the demolition review ordinance and historic district overlay zone. She implemented the Mills Act incentive program. She was the historic resource peer reviewer for the Los Angeles Unified School District new school program and school rehabilitation program. She has been a private consultant specializing in environmental reviews of historic resources for the past 10 years. She has received a professional award from the Glendale Historical Society and has been part of the award-winning team for the Cumberland Heights Historic Resources Survey from the California Chapter of the APA, and

the team for the Glendale Historic District Design Guidelines from the Los Angeles Conservancy.

Project Experience

- Consultant for Historic Preservation Planning in the City of San Marino
- Downtown El Monte Specific Plan, Historic Resource Assessment & Survey
- Santa Ana, Section 106 oversight for the Fixed Guideway (Streetcar) Project
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Authored Historic District Ordinance & Demolition Review Ordinance, City of Glendale
- Peer Reviewer, Historic Resource Assessments & Rehabilitation Plans, Los Angeles USD
- Historic Resource Assessments, Inglewood, Glendale, Los Angeles, Beverly Hills
- Design Review Conformance with Historic Resource Standards, Glendale, Los Angeles
- Historic Resource Survey, Downtown Glendale
- Created Mills Act Incentive Program, City of Glendale
- Grant Author, State Office of Historic Preservation, Glendale Craftsman Historic Survey
- Managed CEQA document preparation and review, LAUSD
- Updated City CEQA Guidelines, City of Glendale

Summary of Multimodal Transportation Planning Experience

Ms. Arroyo has gain expertise in the area of multimodal transportation planning and creating and designing livable communities. She was instrumental in designing a plan to make downtown Baldwin Park more walkable while also meeting the City's objectives for economic development and the State's objectives to reduce GHGs. She was responsible for drafting a circulation plan for downtown El Monte and has developed a few key alternatives for more robust changes. As an accompaniment to her work in multimodal planning, she has also written numerous grants for infrastructure improvements to the transportation system. She wrote two successful grant applications for the Southern California Association of Governments for multimodal transportation planning. She also manages the compliance requirements associated with grant funded projects. Her current focus is on redesigning streets and sidewalks and connecting these public spaces to private spaces.

She is also often responsible for environmental review compliance for client projects and provides technical expertise in the area of historic resources, CEQA, NEPA, and Section 106. She prepares the environmental review for transportation projects under Caltrans environmental regulations, and other local, State and Federal environmental requirements. She coordinates technical studies required for environmental review and manages community and government outreach activities for proposed projects and studies.

Project Experience

- Metro Call for Projects Grant Applications for the Valley Boulevard Shared Bus/Bike Priority Lane
- Draft Circulation Plan for the Downtown El Monte Specific Plan
- City-wide Parking Study in Residential Area, City of Lawndale
- Circulation Element, City of Calimesa
- Bicycle Transportation Plan for the City of Rosemead
- Non-Motorized Active Transportation Plan, City of Baldwin Park
- Funds Management for Transit Center, Baldwin Park
- Prepared Preliminary Environmental Studies, for Caltrans funded projects
- EIR Preparation and Management, Inglewood Promenade, City of Inglewood
- Metro Grant Application for the Rehabilitation of the Azusa Train Depot
- Metro, Transit Oriented Development Planning Grants

Speaking

- Society of Architectural Historians, "A Block in Glendale" (2007)
- Los Angeles Conservancy Preservation Summit, Los Angeles, Ca, Panelist (2003)
- State Office of Historic Preservation, Commissioner Training, Glendale, Ca, Moderator (2003)
- California Redevelopment Association, Stockton and Orange County, Conference Speaker (1997)

Publications

- Book Author, "Early Glendale", Arcadia Publishing (2005)
- Book Author, "Glendale: 1940 to 2000", Arcadia Publishing (2006)
- Book Author, "Glendale in Postcards", Arcadia Publishing (2007)
- Dance Magazine, Various Articles (2005-2007)

Awards

Personal

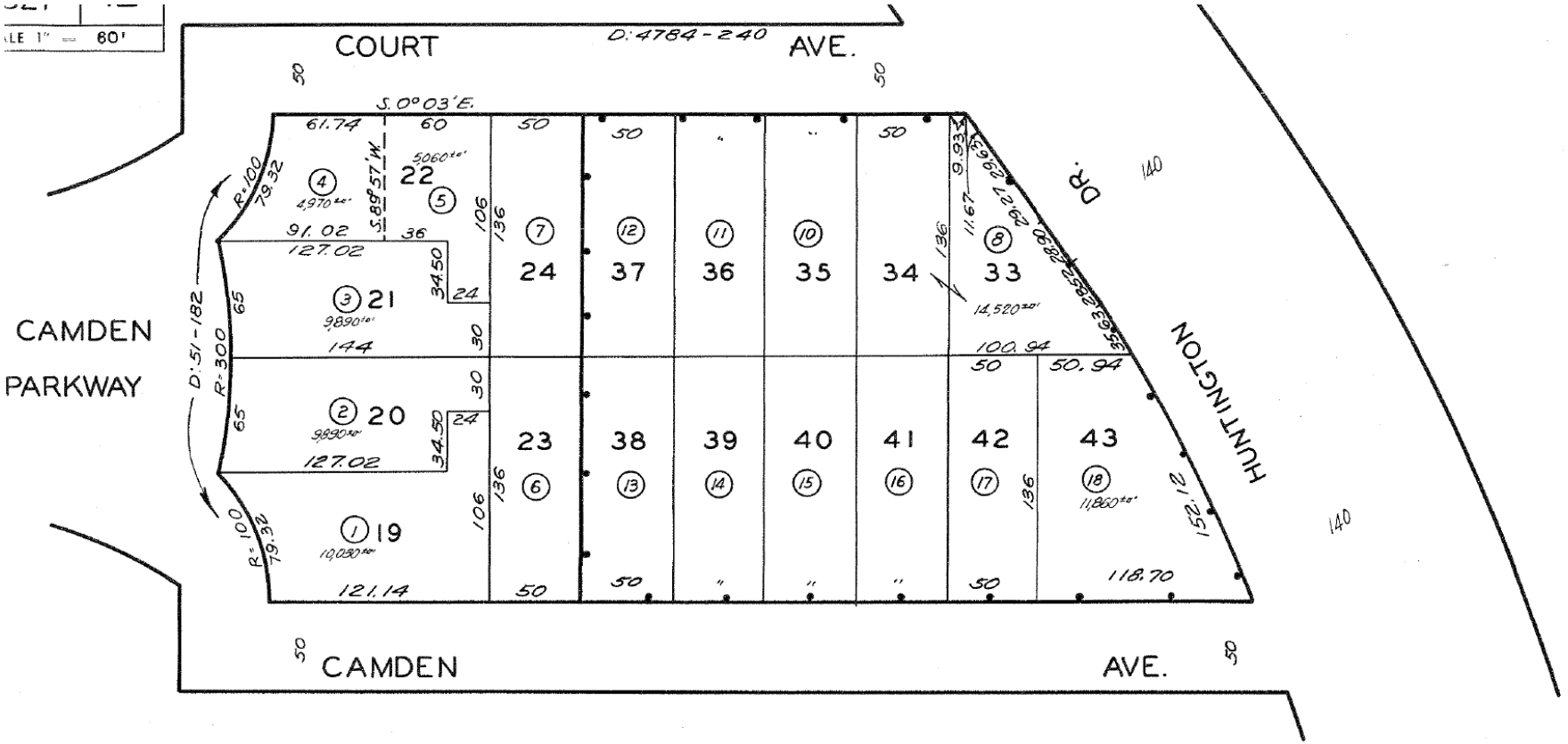
- Academy of Television Arts & Sciences, 2007 Los Angeles Area Emmy Awards, Nominated Juliet Arroyo for "Arts and Culture/History" for the documentary "Life and Times of Leslie C. Brand".
- The Glendale Historical Society, Certificate of Appreciation, Historic District Ordinance (2003)
- Historic Highland Park Neighborhood Council, "You Made It Happen" award (2003)
- City of Los Angeles, Council District 14, Certificate of Appreciation, Neighborhood Council (2002)

Project Team

- California Chapter of the American Planning Association, Special Study Award for the Cumberland Heights Historic Resources Survey, City of Glendale and Historic Resources Group (2005)
- Los Angeles Conservancy award for the Glendale Historic District Design Guidelines, City of Glendale and Architectural Resources Group

Exhibit 2

Subject Property Assessor Parcel Map



TRACT NO. 1017

M. B. 18 - 161

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-12

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 3

2002 Survey DPR 523A Form – Camden/Court District

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 5S1

Other Listings
Review Code _____ Reviewer _____ Date _____

Page 1 of 0 **Resource Name or #:** (Assigned by recorder) *Camden/Court District*

P1. Other Identifier: *Camden/Court District*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad **Date** **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**

c. Address: *Camden/Court Avenue* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This charming neighborhood is located south of Oak Street and north of Huntington Drive, off Camden Parkway. It is comprised of approximately 33 contributing properties most of which are focused around a small, landscaped park area. The northern portion of this court was developed on the Camden Court Tract with lots averaging 75 feet by 220 feet. The southern portion of this neighborhood was developed on Tract No 1091 and Tract No. 1017 with most lots measuring 50 feet by 135 feet. The Camden/Court district is characterized by one- and two-story, single-family residential structures designed in the Craftsman style. There are also examples of the Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles in the area. The central park is landscaped with a variety of full and mature shrubs and trees, including Canary Island Palms. A small island with the words "CAMDEN COURT" spelled out on a sign wrapped around a tree is located at the north end of the parkway at Oak Street.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: ☐Building ☐Structure ☐Object ☐Site ☑District ☐Element of District ☐Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐Prehistoric ☑Historic ☐Both
1909-1936

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments:
☐ NONE ☑ Continuation Sheet ☑ District Record ☐ Rock Art Record
☑ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record
☐ Other: (List)

Exhibit 4

Subject Property City Building Permit Records

1806 CAMDEN

Lot 39, Tract 1091

Duplicate

10-23-59

1806 CAMDEN

E. E. OUTCALT:

MRS. BUNKER REQUESTED I CONTACT YOU, IN REGARDS TO AN INSPECTION APPOINTMENT FOR A FINAL INSPECTION OF THE WORK DONE IN 1957. PERMIT #38112. PLEASE CALL OUR OFFICE BETWEEN 8:00 AM + 5:00 P.M. SY 99101 EXT. 24

THANK YOU

J. Burgess

City of South Pasadena

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 CAMDEN Date: 9-12-57

Owner: BUNKER

Contractor: KEN LEA ELEC.

Permit Number: 38064 Value: Fee: $3.20

1 GARBAGE DISP., 3 FIXTURES. CHANGE OF SER.

Job: 6 APPL. OUTLETS, 3 FIXT. OUTLETS, 2 S.W. OUTLETS.

Rough Inspection

Final Inspection 11-2-59

Inspector

J. K.
Inspector

FORM 753 2M 1-56 MOCK

OVER

9/13/57 NOT OK, SEE MEMO. RB.

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden — Date: 9-18-57

Owner: Bunkers

Contractor: Leroy F. Jarret.

Permit Number: 38101 — Value: — Fee: 5.20

Job: 1 bath tub, 1 garb. disp., 1 water heater, 1 sink, 1 washing machine

Rough Inspection — Final Inspection 11-2-57 OK

Inspector — Inspector

FORM 753 2M 1-56 MOCK

599

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

LOCATION 1806 CAMDEN AVE

BUILDING ADD BEDROOM — PERMIT NO. 16134

GENERAL CONTRACTOR DAY LABOR — PHONE

ELECTRICAL " So Pas Elec. — "

PLUMBING " — "

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)		DATE CLEARED	INSPECTOR
TRENCHES	4/30	A.M. / P.M. ✓	4/30/47		4/30/47	C.E.T.
FRAME	6/4/47	A.M. P.M.	6/4/47		6/4/47	C.E.T.
VENTS & FURN.		A.M. P.M.				
WIRING X	6/3	6-4- A.M. P.M.	6/4/47		6/4/47	C.E.T.
PLUMBING	NONE	A.M. P.M.				
LATH		A.M. P.M.				
FINAL PLUMB.		A.M. P.M.				
FINAL ELECT. X	6/6/47	A.M. P.M.	6/6/47		6/6/47	C.E.T.
FINAL BUILD.	6/6	A.M. P.M.	6/6/47		6/6/47	C.E.T.

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 CAMDEN AVE

LOT 39 BLOCK TRACT 1091

OWNER MRS. WM. B. BREZINS

DESCRIPTION ADD BEDROOM

$500.-

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
4-23-47	16134	BUILDING	DAY LABOR	2 00
5-15-47	16249	ELEC. WIRING	So. Pas. Elect Co	1 30
"	"	ELEC. FIXTURES	" "	—
		PLUMBING		
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
		FURNACE		

FORM 502 500 6-44

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Ave. DATE: 11/17/65

OWNER: R. Bowers

CONTRACTOR: Morrow & Holman

PERMIT NUMBER: 59375 VALUE: FEE: $4.50

JOB: 1 water htr.

ROUGH INSPECTION L.C. 11-19-65 HEL
L.C 12-7-65 HEL

FINAL INSPECTION 12-8-65

INSPECTOR: HE Smith

4-86

603

FORM 753 1M 2-65 MOCK

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 Camden

LOT 39 BLOCK TRACT 1091

OWNER ~~Condie~~ Bunpers

DESCRIPTION Remodel interior of kitch. & bath Rm. (new kit. cabinets, sink + garb. disp. (no change in bldg. & or room size) $

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE	
		PLAN CHECKING			
9-19-57	38112	BUILDING	Colletta + Edgley	16	00
		TEMP POWER			
9-12-57	38064	ELEC. WIRING	KEN LEA ELECT.	3	20
		EXCAVATION			
9-18-57	38101	PLUMBING	LEROY F. TORBET.	5	20
		SEWER			
		HOUSE CONN.			
		DRIVEWAY			
10-8-57	38218	FURNACE	George E. Ward.	2	00

FORM 502 2M 1-54 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden Date: 10-7-57

Owner: Bunker

Contractor: George E. Ward.

Permit Number: 38218 Value: 150.00 Fee: 2.00

Job: 1 floor furnace.

Rough Inspection Final Inspection 11-2-57

O.K

Inspector Inspector

FORM 753 2M 1-56 MOCK

605

CITY OF SOUTH PASADENA

JOB CARD

BUILDING DEPARTMENT

LOCATION 1806 Camden — Condee Bunker

BUILDING Remod. 1st. & 2nd Flrs. (No Change in bldg & or room) SUBS IN

GENERAL CONTRACTOR Collette & Edgley PERMIT NO. 38112 9-19-57

ELECTRICAL " KEN LEA ELECT. " 38064 9/12/57

PLUMBING " Leroy F Tobet. " 38101 9/18/57

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)		DATE CLEARED	INSPECTOR
TRENCHES		A.M. / P.M.				
SEWER CONNECTION		A.M. / P.M.				
FRAME (INCLUDING VENTS & FURN.)		A.M. / P.M.				
ROUGH ELECT.		A.M. / P.M.	EDISON C/IN 2/19/58		11/1/57	R.B.
ROUGH PLUMBING		A.M. / P.M.				
LATH INSIDE / OUTSIDE		A.M. / P.M.	STONEY NOTIFIED 11-2-59 OK			
FINAL PLUMB.		A.M. / P.M.				
FINAL ELECT.		A.M. / P.M.				
FINAL BUILD.		A.M. / P.M.			11-2-59 OK	
		A.M.				

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Avenue DATE: 12/4/62

OWNER: Richard Bowers

CONTRACTOR: Coast Roofing

PERMIT NUMBER: 50779 VALUE: 152.00 FEE: 3.00

JOB: reroof res. layer 15# felt nailed on and imbed 105# mineral surfaced roll roofing mop w/hot asphalt

ROUGH INSPECTION Job Completed - no call - 12-17-62 C.L.
Wooden Gravel Guard Removed from South Portion of Roof to permit better Run off -

FINAL INSPECTION 12-24-62

INSPECTOR: Lombard

FORM 753 2M 10-62 MOCK

608

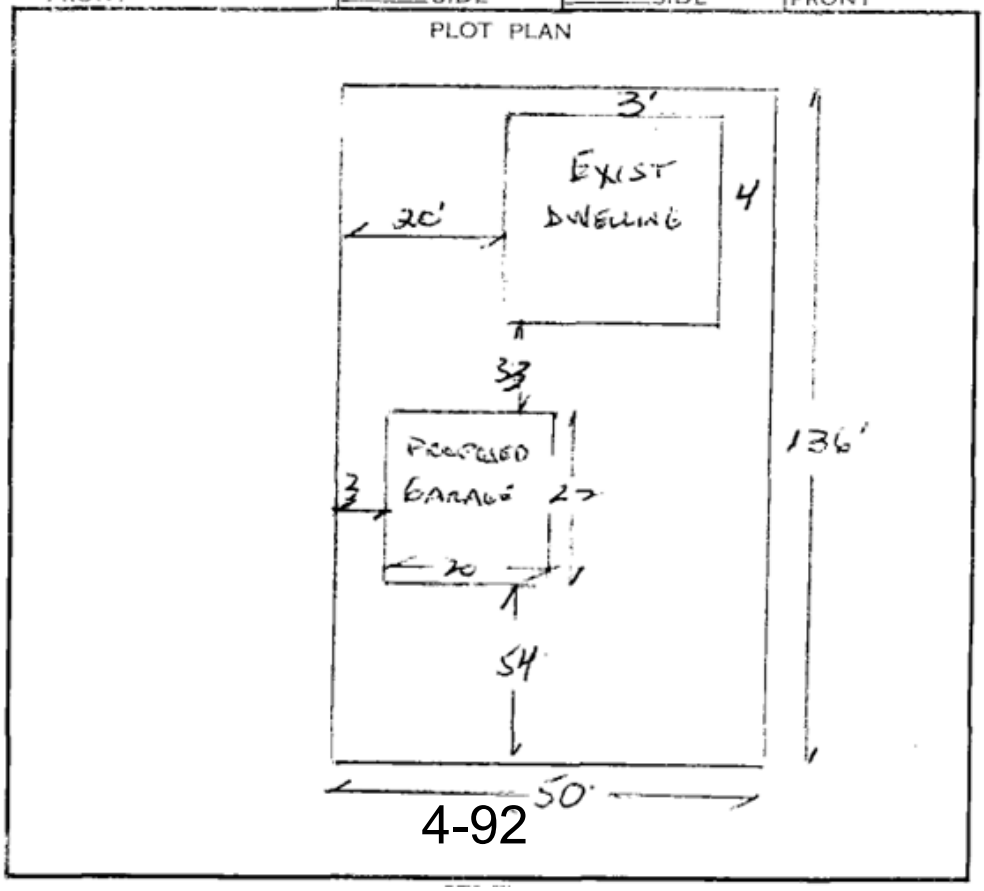
INSPECTION RECORD

	DATE	APPROVED
TEMP POWER		
FORMS, FOOTING & SETBACKS	3-13-72	DGreco
REINFORCING & CELLS		
SUBFRAME		
ROOFING		
FIREPLACE		
FRAME	3/22/72	DGreco
VENEER		
EXT. LATH.	3-31-72	DGreco
INT. LATH.		
PARKING REQ'S		
ZONING REQ'S		
FIRE DEPT.		
PARTIAL OR MISC. INSPECTIONS		
FINAL BUILDING	4-28-72	DGreco

SETBACKS:

FRONT	SIDE	SIDE	FRONT

PLOT PLAN



NUMBER & STREET: 1806 CAMDEN

APPLICATION FOR A
BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: WINDSONG ENTERPRISES	ST. LIC. NO.: B1-266351
MAIL ADDRESS: 22430 NORWALK BLD HAWAIIAN GARDENS	PHONE: 421-8040
ARCHITECT ENGINEER	ST. LIC. NO.
MAIL ADDRESS	PHONE
OWNER: RICHARD H. BOWERS	PHONE
MAIL ADDRESS: 1806 CAMDEN AVE S. PASADENA	

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH
✓				

FLOOR AREA (SQ. FT.): 440	NO. OF STORIES: ONE	NO. OF DWELLING UNITS: ONE
PRESENT BLDG. USE: —	PROPOSED BLDG. USE: GARAGE	

DESCRIBE WORK TO BE DONE: 22'X20' STUCCO DETACHED GARAGE

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL: STUCCO	ROOFING MATERIAL: COMPO ASPHALT	
LOT WIDTH: 50	LOT DEPTH: 136	LOT AREA

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ 3000.00

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE, ONLY

LOT: 39	BLOCK	TRACT: 1091		
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.	
REQUIRED SET BACKS	FRONT	SIDE	SIDE	REAR
ENG. DEPT. APPROVAL		ZONING APPROVAL		
PERMIT FEE: 26.00 License P30				
APPROVED W/OUT PLANS	PERMANENT PLAN	CHECKER'S APPROVAL		

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

SMI TAX .28¢

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

A. Kagan Agent

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4-93
PERMANENT

610

NUMBER & STREET 1806 CAMDEN

MISCELLANEOUS FEE RECEIPT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

RECEIVED FROM WINDSONG ENT.

MAIL ADDRESS 22430 NORWALK BL.
HAWAIIAN GARDEN, ORANGE CO.

FOR:

- [X] * PLAN CHECK FEE FOR VALUE OF $ 3080 —
- [ ] FILING FEE FOR PLANNING COMMISSION OR ZONING.
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

REMARKS _____

AMOUNT DUE $ 300

WHEN PROPERLY VALIDATED, BELOW, THIS IS A RECEIPT FOR THE AMOUNT SHOWN ON THE VALIDATION STAMP.

2[illegible] E 1[illegible] BLDG

*__WARNING:__ PLAN CHECK FEES, WHERE NO ACTION IS TAKEN BY THE APPLICANT IN NINETY (90) DAYS AND NO BUILDING PERMIT IS ISSUED, ARE FORFEITED TO THE CITY.

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: TORR ELECTRIC	STATE LIC. NO.: 171664
MAIL ADDRESS: 1327 HUNTINGTON DR	PHONE: ST 95940
OWNER: R. H. BOWERS	CITY LIC. NO.:
MAIL ADDRESS: SAME	OWNER PHONE:

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES 2	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$

COLUMN TOTAL → $

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2 50
TOTAL		$ 3 00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

277523 K -3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Torrecelli 4-95

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

612

Off card 6-26-67 Blanz

FINAL ELECTRICAL INSPECTION	4-96 6-28-67	Blanz

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR	TORO ELECTRIC	STATE LIC. NO.	171664
MAIL ADDRESS	1327 HUNTINGTON DR	PHONE	SY 45940
OWNER	R. H. BOWERS	CITY LIC. NO.	
MAIL ADDRESS	SAME	OWNER PHONE	

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES 2	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →	$

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2 50
TOTAL	$	3 00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

-3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Toro

4-97

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

JOB PROGRESS FILE

$60.00

NUMBER & STREET 1806 CAMDEN AVE

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: TORR ELECTRIC	STATE LIC. NO.: 171664
MAIL ADDRESS: 1327 HUNTINGTON DR.	PHONE: 355-5940
OWNER: D. BOWERS	CITY LIC. NO.:
MAIL ADDRESS: SAME	OWNER PHONE:

DESCRIPTION OF WORK

NEW BUILDING	X EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
		X	

FEE COMPUTATION

FIXTURES: 2	RECEPTACLES:	SWITCHES: 1	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.		$ 75
RANGES	OVENS	GARB. DISP.	@1.50 ea.		$
WATER HTR.	FAN OUTLET	DISH WSHR.			
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W			
WASHING MACHINES			@1.00 ea.		$
220 VOLT OUTLETS			@ .25¢ ea.		$
SIGN FIXTURES			@2.00 ea.		$
AIR HEATERS OVER 1650 W			@2.50 ea.		$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)		$
NEW SERVICE UP TO 100 AMPS			2.00		$
" " 200 AMPS			2.50		$
" " 400 AMPS			3.00		$
" OVER 400 AMPS			3.50		$
Motors under 2 hp @ 1.50 ea.	$		Motors 50-100 hp @ 5.00 ea.		$
Motors 2-8 hp @ 2.00 ea.	$		Motors 100-500 hp @ 10.00 ea.		$
Motors 8-15 hp @ 2.50 ea.	$		Motors 500-1000 hp @ 15.00 ea.		$
Motors 15-50 hp @ 3.00 ea.	$		Motors over 1000 hp @ 20.00 ea.		$
			COLUMN TOTAL →		$
INVESTIGATION FEE					$
OTHER					$
BLANKET PERMIT			3.00		$
ELECTRICAL PERMIT			2.50		$ 250
TOTAL				$	325

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

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George Torrelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4-99

PERMANENT

7-3-72 DHreed

FINAL ELECTRICAL INSPECTION	7-3-72	DHreed

JOB ADDRESS

NUMBER & STREET 1806 CAMDEN [redacted] - 380 -

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR TERR ELECTRIC	STATE LIC. NO. 171664
MAIL ADDRESS 1327 HUNTINGTON DR	PHONE 57 95540
OWNER D. BOWERS	CITY LIC. NO.
MAIL ADDRESS SAME	OWNER PHONE

DESCRIPTION OF WORK

GARAGE X NEW BUILDING | X EXISTING BUILDING | NO SERV. CHANGE | X RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES 2	RECEPTACLES 3	SWITCHES 2	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 1.75
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
1 NEW SERVICE UP TO 100 AMPS		100 Amp	2.00	$ 2.00
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →	$

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$ 3.00
ELECTRICAL PERMIT	2.50	$
TOTAL	$	6.75

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES *A PERMIT FOR THE WORK DESCRIBED HEREON.*

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Tomelli
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4-101

618

3-23-72 Dlreco

3-23-72 Dlreco

4-28-72 Dlreco

NUMBER & STREET: 1806 Camden Ave.

APPLICATION FOR A PLUMBING PERMIT 125.00

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

CONTRACTOR: Morrow & Holman	ST. LIC. NO.: 119485
MAIL ADDRESS: 1500 El Centro St.	CITY LIC. NO.: C 5647
So. Pasadena, Calif.	PHONE: 799-3115
OWNER: Richard Bowers	PHONE: 682-1780
MAIL ADDRESS: 1806 Camden Ave. So. Pas.	
PROPOSED USE: Residence	USE ZONE:

NO. EACH FIXTURE		NO. EACH FIXTURE		NO. EACH FIXTURE	
	BATHTUBS		ACC. SINKS		WASHING MACHINES
	STALL SHOWERS		FLOOR SINKS AND DRAINS	Replace 1	WATER HEATERS
	LAVATORYS		"P" TRAPS		VENTS
	WATER CLOSETS		GARBAGE DISPOSALS		WATER PIPE
	URINALS		DISHWASHERS		SPRINKLER SYSTEM
	KITCHEN SINKS		LAUNDRY TRAYS		DRINKING FOUNTAINS

TOTAL FOR ABOVE FIXTURES	@2.00 ea.	$ 2.00
SAND OR GREASE TRAPS	@2.50	$
GAS PIPE SYSTEM, 1 - 5 OUTLETS	2.50	$
+ EACH ADDITIONAL OUTLET	.50	$
SOIL OR VENT PIPE ALTER OR REPAIR	2.00	$
DILUTING TANK OR WATER SOFTENER	3.50	$
BUILDING DRAIN, ALTER OR REPAIR	4.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS	@6.00 ea.	$
SWIM POOL	10.00	$
ADDITIONAL INSPECTION	@5.00 hr.	$
INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
PLUMBING PERMIT	2.50	$ 2.50
	TOTAL FEE	$ 4.50

WHEN PROPERLY VALIDATED, HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

F. R. Cecil

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT 4103

620

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING		
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		
L.C. 8-31-72 DH		
FINAL PLUMBING INSPECTION	4-1049-1-72	

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-6101

REPORT

PLUMBING - 38101
ELECT. - 38064
BUILDG. - NONE

9/24/57 PERMIT NO.

1806 CAMDON AVE.

MR BUNKER.

1- PLEASE OBTAIN BUILDING PERMIT. AS REQUIRED BY SEC. 301-A OF THE UNIFORM BUILDING CODE.

2- WATER HEATER LOCATION IS UNSATISFACTORY AS STATED IN THE NOTE LEFT HERE 9/13/57. SEC. 1309 OF THE UNIFORM PLUMBING CODE PROHIBITS WATER HEATERS LOCATED IN BATHROOMS.

R. BOWMAN.
ASST. BUILDG. INSP.

11-2-59
Corrections have been made
& Approved

INSPECTION

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-8101

REPORT

ELECT. #38064
PLUMB. - NONE
BUILDG. - NONE

DATE: 9/13/57 - 10:15AM. PERMIT NO.

JOB ADDRESS: 1806 CAMDON AVE

OWNER: MR. BUNKER.

1- COULD NOT LOCATE SUB PANEL (ELECT.)

2- PLEASE OBTAIN PLUMBING AND BUILDING PERMITS.

3- ~~WATER HE~~ PLEASE LOCATE WATER HEATER AS PER. U.P.C. SEC. 1309

R. BOWMAN
ASST. BUILDG. INSP.

Plan Check No. .....

Approved .....

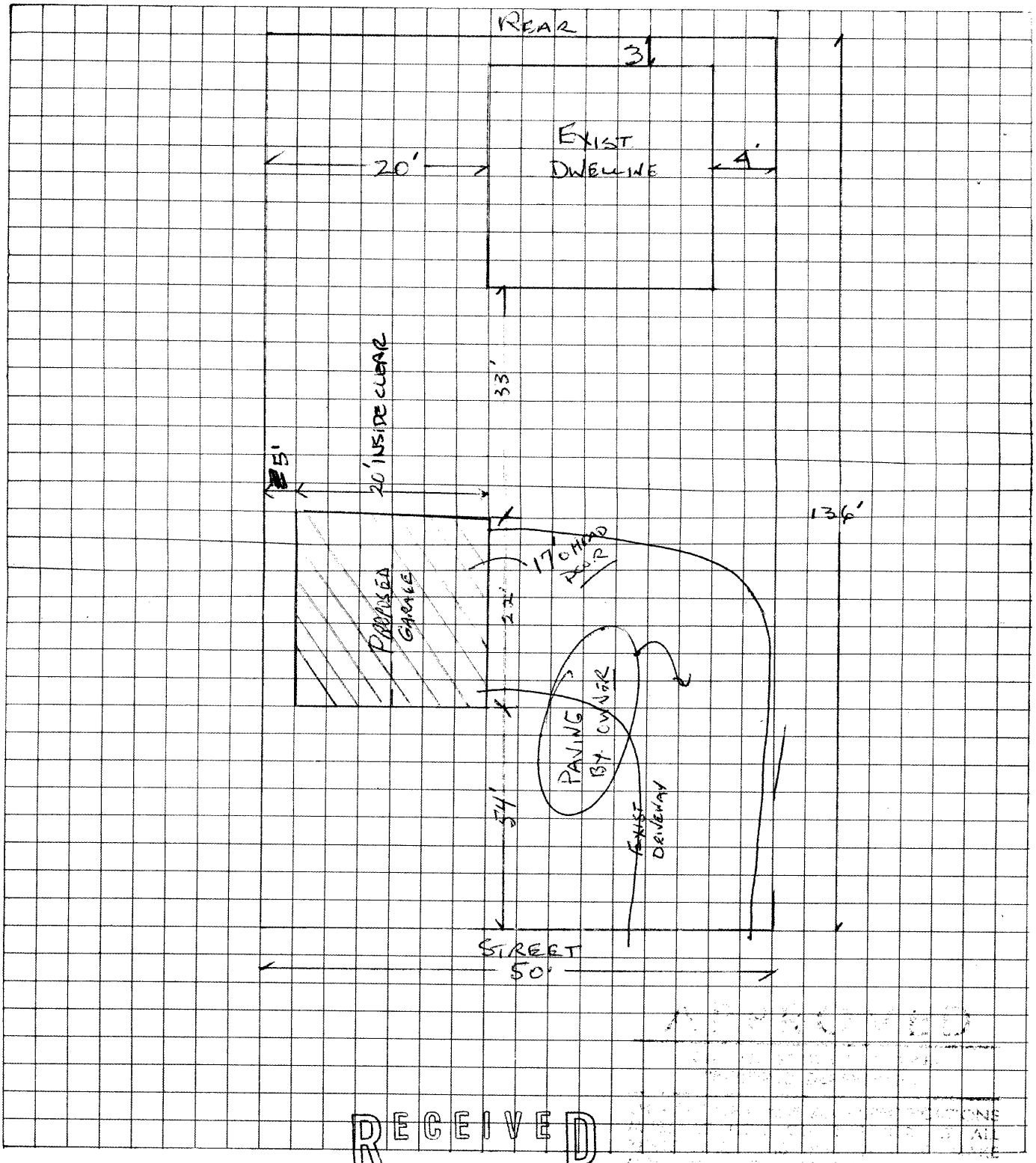
PROPOSED CONSTRUCTION

Zone .....

F.D. .....

RICHARD H. BOWERS Owner No: 1806 CAMDEN AVE Location of Job Branch .....

Use GARAGE No. of Stories ONE Valuation .....



RECEIVED
MAR 6 1972
BUILDING DEPT.

Form B-16 R5.70

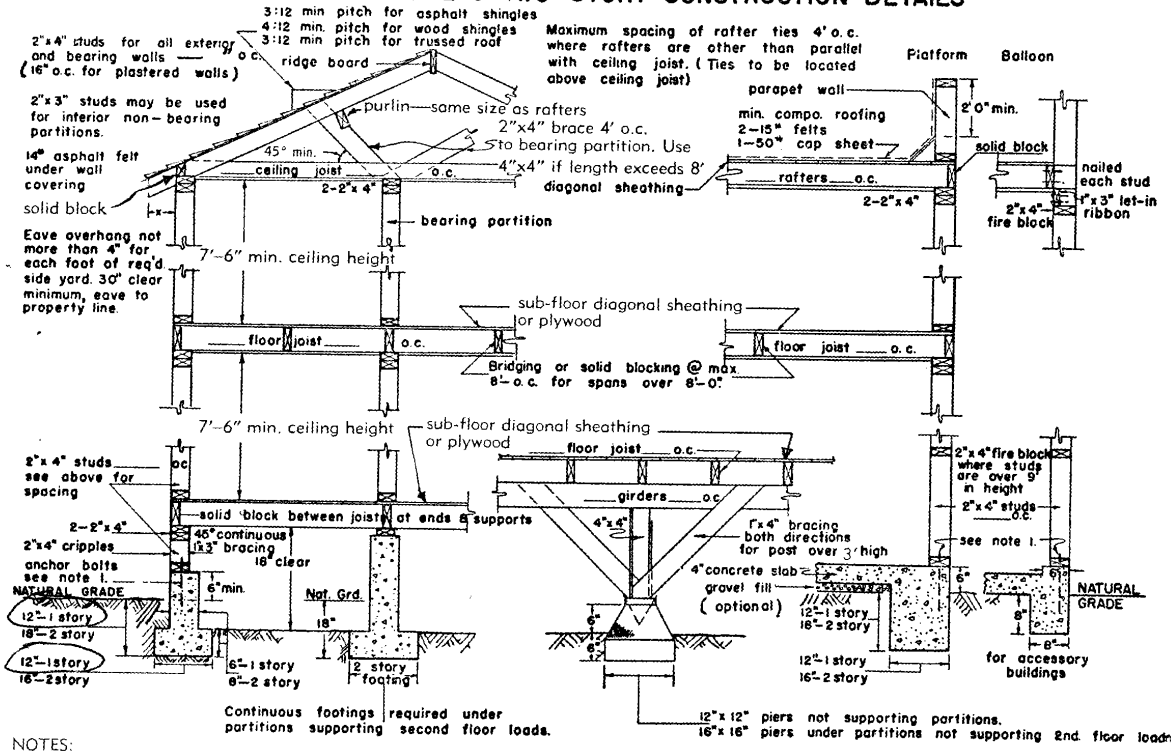
LOT 39
TRACT 1091.
WINDSONG ENTERPRISES
22430 NORWALK BLVD
HAWAIIAN GARDENS 90716
421-8040
B-1-246351

3-6-72

4-107

624

DEPARTMENT OF BUILDING AND SAFETY
CITY OF LOS ANGELES
TYPE V SHEET — WOOD FRAME BUILDINGS
TYPICAL ONE & TWO STORY CONSTRUCTION DETAILS



NOTES:
1. Anchor bolts ½" x 10"—embed 7" in concrete—6' o.c.—one placed 12" from ends of sills.
2. Footing sills shall be embedded in mortar or have full bearing on the footing wall.
3. All lumber in contact with masonry or concrete less than 48" from the ground shall be pressure treated or durable wood.
4. Under floor ventilation on three sides equal to 2 sq. ft. for each 25 linear feet. One to be located within 3' of corner.
5. Accessory buildings located on fill and not over 1000 sq. ft. in area may rest on a 4" slab reinforced with 6" x 6" — #10 x #10 mesh.
6. Concrete Mix: 1 part cement, 3 parts sand, and 4 parts rock.

INFORMATION: Exterior Wall Covering STUCCO.

Interior Wall Covering _____

Interior Ceiling Covering _____

Roofing COMP. ASPHALT SHINGLES

ALLOWABLE SPANS FOR FLOOR GIRDERS

Size of Girder	Spacing of Girder	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Partitions	Not Supporting Partitions	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Partitions	Not Supporting Partitions
4 x 4	6'	4'—0"	4'—0"	4'—0"	4'—0"
	8'	3'—0"	3'—0"	3'—0"	3'—0"
4 x 6	6'	6'—0"	7'—0"	5'—0"	6'—0"
	8'	5'—0"	6'—0"	4'—0"	5'—0"
4 x 8	6'	8'—0"	9'—0"	6'—0"	7'—0"
	8'	6'—0"	7'—0"	5'—0"	6'—0"

ALLOWABLE SPANS FOR FLOOR JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr. Plastered Ceiling	Not Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Plastered Ceiling	Not Plastered Ceiling
2 x 6	12"	10'—6"	11'—6"	7'—6"	8'—0"
	16"	9'—6"	10'—0"	6'—6"	7'—0"
	24"	7'—6"	8'—0"	5'—6"	6'—0"
2 x 8	12"	14'—0"	15'—0"	10'—6"	11'—6"
	16"	12'—6"	13'—6"	9'—0"	10'—0"
	24"	10'—0"	11'—0"	7'—6"	8'—0"
2 x 10	12"	17'—6"	19'—0"	13'—6"	14'—6"
	16"	15'—6"	16'—6"	12'—0"	13'—0"
	24"	13'—0"	14'—0"	10'—0"	10'—6"
2 x 12	12"	21'—0"	23'—0"	17'—6"	19'—0"
	16"	18'—0"	20'—0"	15'—6"	16'—6"
	24"	15'—0"	16'—6"	12'—6"	13'—6"

ALLOWABLE SPANS FOR RAFTERS

Size of Rafters	Spacing of Rafters	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Plaster	No Plaster Pitch less 4/12	No Plaster Pitch 4/12 or more	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Plaster	No Plaster Pitch less 4/12	No Plaster Pitch 4/12 or more
2 x 4	12"	8'—0"	9'—6"	10'—0"	5'—6"	6'—6"	7'—0"
	16"	7'—0"	8'—0"	9'—0"	5'—0"	5'—6"	6'—0"
	24"	5'—6"	6'—6"	7'—6"	4'—0"	4'—6"	5'—0"
	32"	5'—0"	6'—0"	6'—6"	3'—6"	4'—0"	4'—6"
2 x 6	12"	13'—0"	16'—6"	17'—6"	10'—6"	11'—6"	12'—6"
	16"	11'—6"	14'—6"	15'—6"	8'—6"	10'—0"	11'—0"
	24"	10'—0"	12'—0"	12'—6"	7'—0"	8'—6"	9'—0"
	32"	8'—6"	10'—6"	11'—0"	6'—0"	7'—6"	8'—0"
2 x 8	12"	17'—0"	21'—6"	23'—0"	13'—6"	16'—0"	17'—0"
	16"	15'—6"	19'—0"	20'—0"	12'—0"	14'—0"	15'—0"
	24"	13'—6"	15'—6"	17'—0"	10'—0"	11'—6"	12'—6"
	32"	11'—6"	13'—6"	14'—6"	8'—6"	10'—0"	11'—0"
2 x 10	12"	21'—6"	27'—0"	28'—6"	17'—6"	20'—6"	22'—0"
	16"	19'—6"	23'—6"	25'—6"	15'—6"	18'—0"	19'—6"
	24"	16'—6"	19'—6"	21'—0"	13'—0"	15'—0"	16'—0"
	32"	14'—6"	17'—0"	18'—6"	11'—0"	13'—0"	14'—0"

INTERVALS FOR CROSS-BRIDGING OF FLOOR JOISTS

Clear span of joists	No. of rows of bridging
8'—1" to 16'—0"	1
16'—1" to 24'—0"	2
over 24'	3

ALLOWABLE SPANS FOR CEILING JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr.	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com.
2 x 4	12"	11'—0"	9'—6"
	16"	10'—0"	8'—6"
2 x 6	12"	16'—6"	15'—6"
	16"	15'—0"	14'—6"
2 x 8	12"	22'—6"	21'—6"
	16"	20'—6"	19'—0"

* Girders—4" x 6" and over
Joists & Rafters—2" x 6" and over

NOTES:
1. For other species of wood, see Division 48 of the Los Angeles Building Code.
2. Tabulated values are based upon a load of 40 psf. For live loads of 50 psf. spans shall be reduced to 90 per cent of tabulated values.
3. Joists supporting plaster shall not be spaced more than 16 inches o.c. unless one-inch by four-inch stripping at 16" o.c. is provided perpendicular to joists.

ALLOWABLE SPANS FOR FLOOR AND ROOF SHEATHING

Thickness Nominal	Thickness Net	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Std. & No. 3 Com. Floor	Roof Spaced 50% Open	Roof Solid	SPECIES—GRADE Douglas Fir—Utility & No. 4 Com. White Fir—Utility & No. 4 Com. Floor	Roof Solid Only
Sheathing 1"	¾"	24"	24"	32"	16"	24"
Planking 2"	1½"	5'—0"	4'—6"	6'—6"	4'—0"	5'—6"
2"	1⅝"	5'—6"	5'—0"	7'—0"	4'—6"	6'—6"
3"	2⅝"	9'—0"	8'—0"	11'—0"	7'—0"	10'—0"

* Net minimum seasoned thickness.

NOTES:
(a) Tabulated values are for boards laid at right angles to supports. Sheathing laid at an angle of 45 degress to supports shall have support spacing over 24 inches reduced to 85 per cent of tabulated values.
(b) Floor and roof sheathing 1½" and thicker must be tongue and groove.
(c) Tabulated values for floors are based upon a live load of 40 psf. For live loads of 50 psf spans over 24" shall be reduced to 90 per cent of tabulated values.
(d) Floor sheathing and planking require a finish floor overlay in accordance with the provisions of Section 91.4810(g) of the Code.

Exhibit 5

Subject Property County Assessor Building Records

A598308

PROPERTY DATA RECORD (Residential)

SITUS ADDRESS	PERMIT ADDRESS	PERMIT NUMBER	EFF. ROLL	REG.	MB.	PG.	PCL.
1806 CAMDEN AVE SOUTH PASADENA CALIF	801		1974	05	5321	12	14

X DECREASE: LAND ☐ ☐ IMP | 021 REINDEX

801

302 ZONING	USE CODE	CL. CODE	150 TOT. LAND VAL.	PC	TOTAL IMP. VAL.	PC	TOTAL VALUE
SPR110000*	0100	05143	17300		3800		21100

LEGAL DESCRIPTION

TRACT # 1091 LOT 39

73 04 06 ASSESSEE NAME: BOWERS, RICHARD H

TXN CODES 1

PERMIT NAME	PERMIT DATE	PERMIT INFORMATION	UNITS	SQ. FT. CU. YDS.	PERMIT AMOUNT	RT'G	IMPAIR

BUILDING DATA LINE 142

SUB. PT.	YR CHG	DESIGN TYPE	QUALITY CLASS/SHAPE	YR BLT	EFF YR	DEPR TABLE	NO. OF UNITS	RES. BR.	ONLY BATH	SQ. FT. MAIN IMP	COST FACTOR	RCN MAIN	RCN OTHER	RCN TOTAL	%GOOD	ADD DEPR. TYPE	ADD DEPR. %GOOD	RCLD THIS SUB PT.
01-01	72	0100	D5A	25	27	RT60	1	1	1	686	1000	6860		6860	56			3840
101	102 73	103 0110	104	105	106 25	107 UR60	108	109	110	111	112 0	113 0	114 1280	115 0	116 0	117 3A	118 99	119 0

DIST#

BUILDING DATA

# STYS 201	1	ROOF PITCH O	X ONE
O		Low 223	
FOUNDATION	X ONE	Medium 224	X
Raised 202	X	High 225	
Slab 203			
Uphill 204			
Offhill 205			
Other 206		INTERIOR	X ONE
		Plaster 226	
EXTERIOR O	X ONE	Drywall 227	X
Stucco 207		Other 228	
Siding 208	X		
Other 209		FLOOR	X ONE
		Concrete 229	
TRIM O 210		Plywood 230	
		Hardwood 231	
ROOF TYPE O	X ONE	Other 232	X
Gable 211	X		
Hip 212		HEAT/COOL	#
Flat 213		Evap 233	
Other 214		Flr/Wall 234	1
		Ctl Heat 235	
ROOF COVER O	X ONE	Ctl Ht/Cool 236	
Wd Shgl 215		Other 237	
Shake 216			
Tile 217		# FIREPLACE 238	0
Co Shgl 218	X	BUILT-INS	#
Rll Comp 219		None	X
Grvl/Rck 220		R & O 239	
Other 221		Dishwasher 240	
		Refrigerator 241	
		Wet Bar 242	
		Intercom 243	
FIN O'H O 222		Other 244	

ROOMS	#
Entry 245	
Living 246	1
Dining 247	
Family 248	
Den/Library 249	
Dressing 250	
Bedroom 251	1
Bath 252	1
¾ Bath 253	
½ Bath 254	
Kitchen 255	1
Breakfast 256	
Utility 257	
Other 258	
OTHER IMPS	#
Garage 259	1
Carport 260	
Cabana 261	
Guest Qtrs 262	
Play / Rmps 263	
Cov Patio 264	
Fenced Yard O 265	1
Other 266	
#CAR SPACES 267	2
BLDG CHGES	YR
Kit Modern 268	
Remodel 269	1
Addition 270	417
Pool 271	1

PROPERTY DATA

DESIGN O 301 0101

ARCHITECT O	X ONE
Conventional 302	X
Modern 303	
Rustic 304	
Spanish 305	
English 306	
French 307	
Colonial 308	
Contemporary 309	
Other 310	

PROP RATING O	X
Architectural 311	P
	A X
312	G
Functional 313	P
	A X
314	G
Condition 315	P
	A X
316	G
Landscape 317	P
	A X
318	G
	NO X
Nuisance 319	MIN
320	MAJ
321	P
322	A
323	G

LAND DATA

LOT DATA		
Width	401	50
Depth	402	136
Actual Sq Ft	403	
Usable O	404	
%Hill Add O	405	
#Sites O	406	1
#Acres	407	
	408	

LOT DESCRIPTION		ALL X	NO
Corner	501	Y	N
Cul-de-sac	502	Y	N
Key O	503	Y	N
Flag	504	Y	N
Irregular	505	Y	N
Alley	506	Y	N
Code Area Split	507	Y	N
Easement (Dominant)	508	Y	N
Easement (Serviant)	509	Y	N
	510	Y	N

LAND DEVELOP O		X	
Curb/Gtrs	601	Y X	N
Sidewalk	602	Y X	N
Paved St	603	Y X	N
Non Thru	604	Y	N
St Lights	605	Y X	N
Sewers	606	Y X	N
Udg Utilities	607	Y	N
Adequate Drainage	608	Y X	N
St Frontage	609	Y X	N
Access Problem	610	Y	N
Trees	611	Y X	N
	612	Y	N

LOT FACTORS O		ALL	NO X
Nonconforming	701	Y	N
Excess Traffic	702	Y	N
Frwy Proximity	703	Y	N
Flight Path	704	Y	N
Fire Hazard	705	Y	N
Soil Instability	706	Y	N
Water Front	707	Y	N
Golf Front	708	Y	N
Dock Rights	709	Y	N
Horses	710	Y	N
RPD	711	Y	N
Condominium	712	Y	N
Mineral Rights	713	Y	N
714	714	Y	N
	715	Y	N
	716	Y	N
	717	Y	N

HILLSIDE O		NO X
Below	801	
Grade Even	802	
Above	803	
<15%	804	
Slope 15%–30%	805	
>30%	806	

ENGR PAD O 807 Y N X

VIEW O		NO X
	<90° 808	
Degree	90°–180° 809	
	>180° 810	
	Canyon 811	
Type	City 812	
	Lake/Ocean 813	

FUNCTION		FIELD PICKUP	
1	REAPPR	MAJOR	
2	MAINT		
3	CUT	MINOR	
4	REGRESS X		
5	OTHER	SEE OVER	

PERMIT STATUS	
022 CLOSED	2
MERGE	2
PC	3
NO VISIT	4
NOT YET	5
NAV	6

ASSESSMENT CLERK				
NAME	ID NO	HRS	DATE	CLERK
Ferrone			730606	

APPRAISER			DATE		DIAG
NAME	ID NO	HRS	INTVW	NO INTVW	

4-110

627

DESCRIPTION OF BUILDING — SINGLE RESIDENTIAL — BUILDING RECORD

CLASS & SHAPE	NO. STY.	ARCHITECTURE	YR. BLT.

L.A. CO. ASSESSOR | CITY Dana Point | ADDRESS 1806 Camden

5321 MAP BOOK	12 PAGE	14 PARCEL	12 SUB PART

FOUNDATION	EXTERIOR	ROOF STYLE	LIGHTING	AIR COND.
Conc. Raised	Stucco	Gable	Wiring	Heating
Conc. Slab		Hip	Amps	Forced Air
	Siding "x"	Shed	K.T. / Conduit	Gravity
Cross Walls	Siding B.&B.	Flat	B.X. / N.M.Cable	Floor Furn.
Piers		Cut up		Wall - Elec.
Heavy / Light	Veneer		Fixtures	Wall - Gas
STRUCTURAL		Pitch: L M H	Few / Cheap	Radiant - Elec.
Wood Frame	Trim: Wood	O'Hang Ft.	Avg. / Med.	Radiant - H.W.
Steel Frame	Brick	Fin. / Unf.	Many / Spec.	
Masonry	Stone		Low Voltage	Heat Pump
		ROOF COVER	Master Control	Cooling
Sub-Floor	Sliding Doors	Shingle: Wood	Dim. Switches	Refrig. H.P.
Insul.-Clg.	:Lin. Feet	Compo.		Thru Wall
Insul.-Walls		Asbest.	PLUMBING	Evap. Cooler
WINDOWS	FIREPLACES	Shake	Poor / Med. / Spec.	
D.H. / Csm't.	Single	Tile	No. Fixtures	Ducting
Sliding	Double	Gravel-Rock	Laundry	Tin
Metal	Hearth	Composition	Water Htr.	Galvanized
Screens	Length:		Size: No:	Perimeter
	Raised	Gutters		

ROOM & FINISH DETAIL	No	FLOORS			FLOOR	INTERIOR FINISH	
ROOMS	Plb	L	1	2	MATER.	WALLS	CEILINGS
All							
Entry							
Living							
Liv.-Din.							
Family							
Den							
Bedroom							
Dress							
Bath							
Bath 3/4							
Bath 1/2							
Powder							
Kitchen							
Brkfst.							
Utility							
TOTAL							

KITCHEN DETAIL			
Cabinets: L.F.			
Counters: L.F.			
Garb. Disp.	Dishwash.	Mix-Blend	
Range-Oven	Refrig.		
Hood-Fan		Center Isl.	

BATH DETAIL

FIXTURES						SHOWER				PLMN.
Fl.	No.	Wc	Lav.	Tub	Grade	St.	O.T.	G.D.	Finish	

SPECIAL FEATURES

Bookcases	Inter-com.	Bar
	Shutters	

RATING (E,G,A,F,P)

Cond.	Arch. Attr.	Func. Plan	Con-form.	Stg. Space	Work-m'nship	Qual.

YEAR	USE TYPE	CLASS SHAPE	UNITS	EFF. YR.	DEPR. TABLE	SQ. FEET MAIN IMP.	UNIT COST	R.C.N. MAIN IMP.	R.C.N. OTHER	R.C.N. TOTAL	% GOOD	R.C.L.N.D.	SP	APPRAISER	DATE	COST REV'D	INT VIEW	NO INT VIEW	CO. CK.
	0110			27		686				610	X4	2440							
66 UR					T70					1852	2.21	~~4090~~		1000	Heslop	8-11-65	Couch	8-11-65	
									7495										

CR71 (72)UD K5A '27 (73) COMPUTATIONS

Unit	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost	Area	Unit Cost	Cost
RES.	686			686 41														
							Gar 400	320	1280									
Total R.C.N.																		628

4-111

MISCELLANEOUS STRUCTURES

STRUCTURE	FOUND.	FLOOR	EXTERIOR	ROOF	INTERIOR

COMPUTATIONS

MAIN AREAS	OTHER AREAS

REMARKS: (73) M. Gar Attached. Defer 730226
(90) M Add GAR Permit not for this pol NAV Hasley 900312

OWNERS NAME:

BUILDERS NAME:

PERMIT NO.	DATE	AMOUNT	IMPROVEMENT
02987	720408	3080	add det Gar.
SP08051	890322	7480	Addl GAR

1806 Camden Avenue

4-112

COUNTY OF LOS ANGELES • OFFICE OF ASSESSOR

PROPERTY OWNER'S STATEMENT ON NEW CONSTRUCTION

RUN NO.	REGION	CLUSTER	ASSESSOR'S IDENTIFICATION NUMBER		
			MAPBOOK	PAGE	PARCEL
01	04	04142	5321	012	014

PERMIT DATE: MARCH 22, 1989 | PERMIT NO.: SP 08051

PERMIT INFORMATION: ADD GARAGE

BOWERS,RICHARD H
1806 CAMDEN AVE
SO PASADENA CA

Correct above address, if necessary.

Our records indicate a building permit was issued for new construction on your property. Section 441(d) of the Revenue and Taxation Code reads in part:

"At any time, as required by the assessor for assessment purposes, every person shall make available for examination information or records regarding his property."

In accordance with the above, complete this form and return it to the Office of Assessor before the date shown below. Include any additional information which you believe to be important in evaluating the new construction.

For assistance, call: (between 2:00 and 5:00 p.m.)
(MONDAY THRU FRIDAY)
(818) 901-3404

Complete and return this form to Assessor by:
MONDAY, DECEMBER 4, 1989

Please check appropriate boxes. In Remarks section on reverse, describe new construction and materials used.

1. STRUCTURAL CHANGES

- ☐ NEW STRUCTURE
- ☐ ADDITION
- ☐ ALTERATION
- ☐ POOL OR SPA
- ☐ OTHER: _____

TOTAL SQ FT OF NEW STRUCTURE OR ADDITION
(See Sec. 5 for computations.) SQ FT _____

DATE COMPLETED (Estimate if not yet complete.) _____

TOTAL COST OF WORK $_____

2. HEATING/AIR CONDITIONING

N	R	(N=New Unit, R=Replacement Unit)
☐	☐	CENTRAL HEATING
☐	☐	CENTRAL AIR CONDITIONING
☐	☐	SOLAR SPACE HEATING
☐	☐	SOLAR COOLING
☐	☐	FLOOR OR GRAVITY FURNACE
☐	☐	FIREPLACE
☐	☐	OTHER: _____

3. PLUMBING-CABINETS-APPLIANCES

N	R	(N=New Unit, R=Replacement Unit)
☐	☐	TOILET
☐	☐	BATHTUB
☐	☐	STALL SHOWER
☐	☐	SINK
☐	☐	DISHWASHER
☐	☐	CABINETS
☐	☐	RANGE AND OVEN
☐	☐	SOLAR WATER HEATING SYSTEM
☐	☐	OTHER: _____

4. POOL, SPA OR HOT TUB

	☐ POOL	☐ Attached SPA	☐ Self-Contained SPA	☐ HOT TUB
SIZE				
TYPE: Gunite				
TYPE: Plastic Lined				
TYPE: Fiberglass				
TYPE: Redwood				
HEAT: Gas				
HEAT: Solar				

ACCESSORIES

ITEM: Diving Board				
ITEM: Slide				
ITEM: Hydro-Sweep Cleaner				

FENCE/WALL — Height: _____ Linear Feet: _____ Material: _____

DECK — Size: _____ Material: _____ Size: _____ Material: _____

1806 Camden Ave pg. 4

4-113 630

76P807A RP-10 (rev. 5/82)

5. DIAGRAM OF NEW CONSTRUCTION

Diagram the new construction and show its exterior dimensions and location in relation to other buildings on the lot.

AREA COMPUTATION OF NEW CONSTRUCTION		
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
____	X ____	= ____
TOTAL SQ FT		____

STREET

REMARKS There has been no new construction at the above address.

Note: There has been a new garage constructed across the street at 1811 Camden Avenue, South Pasadena, CA.

The Assessor's Office may audit this statement for completeness and accuracy and may contact you for additional information as required.

I declare under penalty of perjury that this statement, including any accompanying schedules and financial statements, is true, correct, and complete to the best of my knowledge and belief.

SIGNATURE OF OWNER OR AGENT	(CHECK BOX IF OWNER-BUILDER)	DATE	TITLE (if agent)	PHONE (8 AM-5 PM)
Richard A. Bowers	☐	11-6-89		(818) 799-0535

STREET ADDRESS	CITY	STATE	ZIP CODE
1806 Camden Avenue	South Pasadena	California	91030

1806 Camden Avenue

RETURN COMPLETED STATEMENT TO ▶

COUNTY OF LOS ANGELES • OFFICE OF ASSESSOR
ROOM 290, 500 WEST TEMPLE STREET, LOS ANGELES CALIFORNIA 900

801 SITUS ADDRESS

1806 CAMDEN AVE
SOUTH PASADENA CALIF

LEGAL DESCRIPTION

TRACT # 1091 LOT 39

A410658 RCF

PROPERTY DATA RECORD
(Residential)
L.A. COUNTY ASSESSOR

PERMIT NUMBER	EFF. ROLL	REG.	MB.	PG.	PCL.
	1971	05	5321	12	14

✓ DECREASE: LAND ☐ ☐ IMP

302 ZONING	USE CODE	CL. CODE	150 TOT. LAND VAL.	PC	TOTAL IMP. VAL.	PC	TOTAL ALL SUBPARTS TOTAL VALUE
SPR1YY	0100	0509	11000		4000		15000

70 04 12 ASSESSEE NAME: BOWERS, RICHARD H

TXN CODES 1

PERMIT NAME	PERMIT DATE	PERMIT INFORMATION	UNITS	SQ. FT. CU. YDS.	PERMIT AMOUNT	RT'G

BUILDING DATA LINE 142

SUB PT.	YR CHG	DESIGN TYPE	QUALITY CLASS-SHAPE	YR BLT	EFF YR	DEPR TABLE	NO. OF UNITS	RES. ONLY BR.	RES. ONLY BATH	SQ. FT. MAIN IMP	COST FACTOR	RCN MAIN	RCN OTHER	RCN TOTAL	% GOOD	ADD DEPR. TYPE	ADD DEPR. %GOOD	RCLD THIS SUB PT.
- ✓	72	✓	D5A	✓	✓	UT60	✓	✓	✓	✓			✓					
1OF1	71	0100	D4A	25	27	CT60	1	1	1	686			0					

COMP FACTORS RCLD/□	VAL/□MN	IMP/LAND		YR	SHAPE	TYPE	TOPO	UTIL.	ACCESS	STREET	SEWER	ALLEY	WIDTH	DEPTH	AREA	UU	UNIT VALUE	SPEC. CONSIDER.	PCT	VALUE
			LAND →																	
			DATA																	
			LINE →																	

TYPE	ROOF TYPE	ENTRY	FIREPLACE	PLUMBING FIXTURES	ROOMS	L	1	2	3 TYP	4 TOP	OTHER IMPROVEMENTS	QUALITY IF EXCEPTIONAL + −
011 SGL. RES.	071 GABLE	101 INDIVIDUAL	151 SINGLE	191 TUB	221 ENTRY						251 GARAGE ATT.	301 EXT. TRIM
012 APT.	072 HIP	102 CENTER HALL	152 DOUBLE	192 STALL	222 LIVING ROOM						252 GARAGE DET.	302 CABINETRY
013	073 FLAT	INTERIOR	153 FACING ×	193 LAVATORY	223 LIVING-DIN.						253 GARAGE SUB.	303 STORAGE
014 MISC.	074	111 PLASTER	154	194 WTR. CLOSET	224 DINING						254 GARAGE SEMI SUB	304 ELECTRICAL
ARCHITECTURE	075 HI-PITCH	112 DRY WALL	KITCHEN CABINETS (TYPICAL L/F)	195 KITCH. SINK	225 FAMILY						255 CARPORT	305 PLUMBING
021 CONV'T'L	076 LO-PITCH	113	161 PAINT	196 DISHWASH.	226 DEN						256 POOL	306 GEN. FINISH
022	077 O'HANG	FLOORS	162 VENEER	197 WATER HTR.	227 BEDROOMS						257 COVERED PATIO	307 FUNC. PLAN
030 STORIES	078 FIN. "	121 PLYWOOD	164	198 UTILITY	228 DRESSING						258 GUEST HOUSE	310 SPCL. FEAT.
FOUNDATION	ROOF COVER	122 CONCRETE	165 TILE COUNT.	199 WET BAR	229 BATHS						259	P.C. STATUS
041 RAISED	081 SHGL. WD.	123 HARDWOOD	166 FORM. CTR.	200	230 BATHS 3/4						UNITS BREAKDOWN	321 FOUNDATION
042 SLAB	082 " COMPO.	124 VINYL	167	201 TOTAL	231 BATHS 1/2						271 BACHELOR	322 FLOOR
043 UP-HILL	083 SHAKE	125	BUILT-INS	BATH FEATURES	232 KITCHEN						272 SINGLE	323 FRAME-ROOF
044 OFF-HILL	084 TILE	HEAT & AIR COND.	171 HOOD-FAN	210 PULLMANS	233 BREAKFAST						273 1 BR. 1 BA.	324 PLASTER
045	085 GRAVEL	131 FORC. AIR	172 R & O.	211 " AVE. L/F	234 UTILITY						274 2 BR. 1 BA.	325 CABINETS
FRAME	086 COMPO.	132 PERIM.	173 DISHWASH.	212 PAINT CAB.	235 LOBBY						275 2 BR. BA.	326 TRIM
051 WOOD	087	133 FLR/WALL	174 INT. COM.	213 VENEER CAB.	236						276 3 BR. BA.	TRANSACTION 022
052 METAL	EXTERIOR	135 RADIANT	175	214	237						277 3 BR. 2 BA.	N.A.V.
053 MASONRY	091 STUCCO	136 GRAVITY	ELEVATOR	215 COUNTER TILE	238						278 BR. BA.	NOT YET
054	092 SIDING	137	181 HYDRAULIC	216 " FORM., PL. MBL	239						279 TOTAL UNITS	CUT
TRIM	093	138 REFRIG.	182 ELECTRIC								280 NO. STUDIO	MERGE
061 WOOD	VENEER:	139 HEAT PUMP	183 NO. STOPS								UNIT FACTORS	
062 BRICK	095 L/F	140 THRU-WALL	184 CAP. (100#)								291 □ /UNIT	
063 STONE	SLIDING DOORS	141 TONS									292 RCLD/UN	021 REINDEX

APPRAISER	ASSMT CLK	INT. VIEW	NO INT. VW.	DIAG	CLERK	K.P.
	4-R15		708828			

09-492-12-68

FORM 6 PARCEL 4-14

Building Description Blank

LOS ANGELES COUNTY ASSESSOR'S OFFICE

Index BOOK 5321 PAGE 12

ST. NO. 1806 Camden St

TRACT 1091

LOT NO. 39 BLOCK NO.

EXAMINED BY Ring DATE 11-18-1947

CLASS
Bungalow
Single
Double
Residence
California
Dwelling
Cottage
Factory
Warehouse
Church
School
Garage
Barn Stable
Shed
Poultry House
Store
Auto Court
Bungalow Court
Flat Studio
Apartment
No. Units
Area per:
Unit
Room
Plb. Fixt.

FOUNDATION
Concrete Brick
Hillside Stone
Cross Walls Wood
Steel Joists Piers

BASEMENT
feet x
feet x
feet deep
@ sq. ft.

EXTERIOR
1 1½ 2 3 Story
Stucco Rustic
Shakes B & B
Siding Shingle
Sheet Steel T & G
Wide Siding
Knotty Pine
Vertical Siding
Plaster on Tile
Asbestos Siding
Brick Veneer
Corrugated Iron
Flat Galv. Iron
Transite
Frame: Wood Steel

ROOF
Flat ¼ ½ 2/3 ¾
Hip Shed Monitor
Gables Dormers
Sawtooth Cut up
Copper Shingle
Shakes Gravel
Sheet Steel Slate
Corrugated Iron
Flat Galv. Iron
Composition
Compo Shingle
Asbestos Shingles
Transite
Tile Trim
Tile
¼ 1/3 ½ ¾ Full
Wood Steel Truss
Span ft.

HEATING
Fireplace Single Dbl.
Insulation
Gas Furnace
No. Pipes Units
Gas Radiators
Elec. Heaters
Blower Furnace
Floor Furnace
Wall Heaters
Ventilating Sys.
Washed Air
Refrig. Air H.P.

PLUMBING
No. of Fixtures 5
Cheap Good
Medium Special

Bath			
Tile Floor			
Tile-Trim			
Tile Walls			
Height			
Shower			
Over Tub			
Stall			
Tile Walls			
Glass D'r.			
Tile Pull'n			

LIGHTING
Cheap Good
Medium Special

EXT. FEATURES
Steel Sash All Part
Cop. Spouts Screens
Galv. " "
Trim-Tile, Plaster
" Stone, Wood, Brk.
Cornice Boxed

INSIDE FINISH
Plaster Sand, Putty
Interior Stucco
Knotty Pine Ply-Bd.
Gypsum Celotex
Plaster-Board
Walls Panelled
Paint Paper
Unfinished
Woodwork, Plain Fcy

BUILT-INS
Refrigerator
Elec., Gas, Ice
Buffet Bookcases
Patent Beds Rot
Cedar Closets 1921
Venetian Blinds

BUILT
1925
1927

CLASSIFICATION

Cheap	Depr. Rate
M'dium	
Good	2½
Spec'l	

Check Sanitas	B	1	2	3
( ) Living Room		1		
( ) Living-Dining Combination				
( ) Bedrooms		1		
( ) Dressing Rm.				
( ) Bathroom		1		
( ) " No Tub				
Tile ( ) ( ) Kitchen		1		
( ) Bfst. R. or N.				
Plank ( ) Hdwd. Floors		ab		
Hdwd. Doors Hdwd. Finish				

P. C. by	Date	%	P.C. Val.

BUILDING VALUE

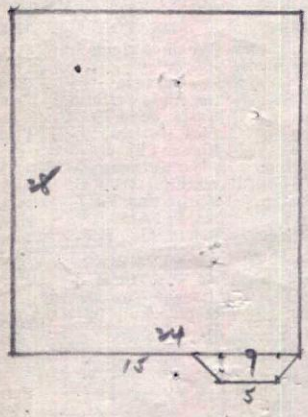
Year	1948	1958
No. Sq. Feet	686	686
@ $	2.40	2.70
Build. Value	1646	1852
Bas't. Value		
Garage Value		
Office Value		
Other Value		
Total Value	1440	1852

Year	Depr.	Spec. Depr.	Depr. Value	Assessed Value	Year	Depr.	Spec. Depr.	Depr. Value	Assessed Value
1948	573	-	825	410					
57		1.10		450					
58	603	1.10	1228	628					

633

LOCATION IF CUT
BY
DATE

E. ON M. B. ON
BY
DATE



20

'72 GAR
STUCCO, SLAB
GAB, COMP. SHGL. 20

24 x 28 = 672
5+9/2 = x2 = 14
686.

GAR 20x20 = 400 ft

1958 - Revolved % interior alterations incl: Tile bdrm Board Part new windows new wiring - paint etc. Bowohlen & Locken - 1/3/58

#38218 12/2/57. 150 FURNACE N.A.V. Reing 9/22/58.

OWNER'S NAME William Briggs

C. F. CHECKED			PERMIT NO.	DATE	AMOUNT
11-20-47					
COMPT. CHECKED	MB		16134	11/23/47	500
E. ON	Dams	marsh			Add Rd
M. B.					
DATE	11/25/47	1/20/58			Rm
COMPARED			38112	9/19/57	1100 Inst addt

Exhibit 6a

Camden Court Subdivision

Maps (Original)

36

15+178+9 178 179

36

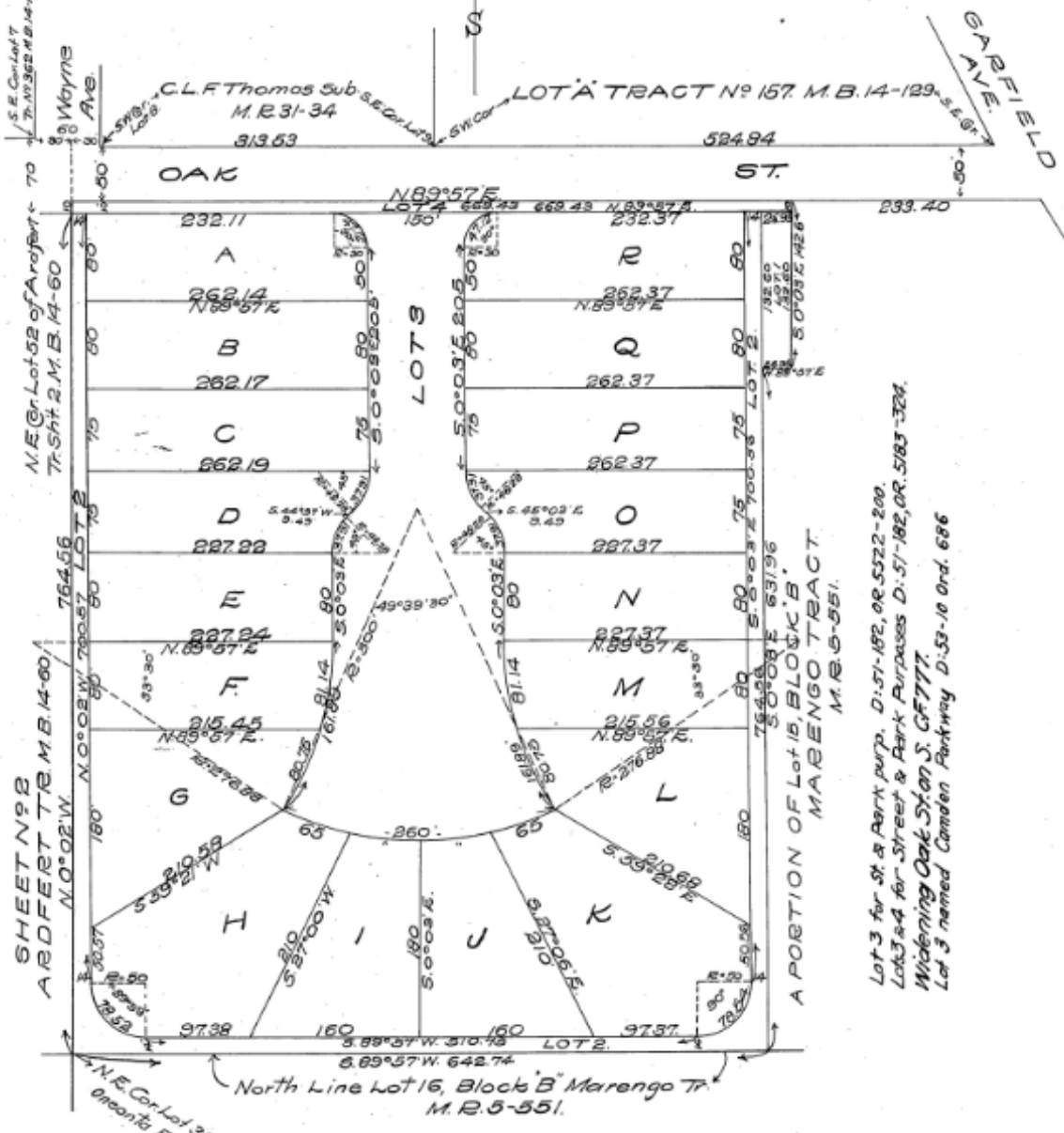
CAMDEN COURT

In South Pasadena. A Subdivision of a portion of Lot 15, Block B, Marengo Tract as per map of the same, recorded in Book 5, Page 551, of Miscellaneous Records of Los Angeles County, California.

Ben F. Dubuy, City Engineer of South Pasadena

November 1909

Scale 1 inch = 100 feet.



Proprietors Lyons Dividends Co.
All night and day Bank of Los Angeles.

Recorded Dec. 23, 1909.
The John C. Marble Co. Mortgagee

4-119 A39 Sht 1

636

Exhibit 6b

Camden Court Subdivision

Maps (Modified)

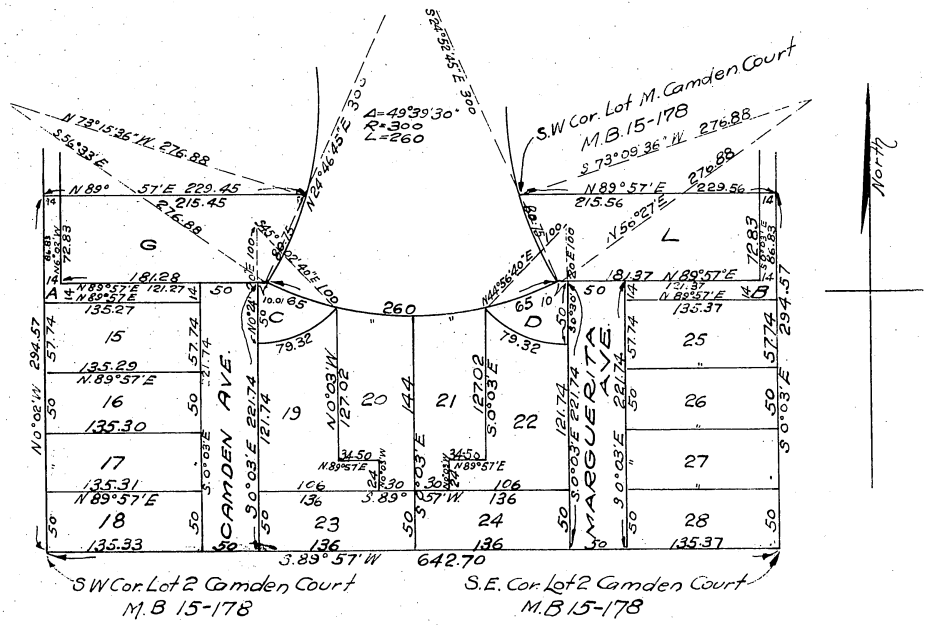
TRACT NO. 1017

in South Pasadena

Being a subdivision of Lots G, H, I, J, K, L, and a portion of Lot 2 of Camden Court as per map of the same recorded in Book 15 pages 178 and 179, of Maps records of Los Angeles County

September 1911 Survey and Map by Ben F. Dupuy City Engineer of South Pasadena, California.

Scale - 1" = 100'



Lots C and D for St. purp. D:51-182, OR 5554-83
Owners :- Olie I. Cowdin
Arthur W. Cowdin
by Los Angeles Abstract and Trust Co. Atty. in fact.
Mortgagees:- All Night and Day Bank.
The John M.C. Marble Co.
Carolyn E. Lyons
Marguerita Ave changed to Court Ave. D:25-224 Ord 376

4-121

Recorded Nov. 14. 1911 A.592½ Sheet 1/3

Exhibit 6c

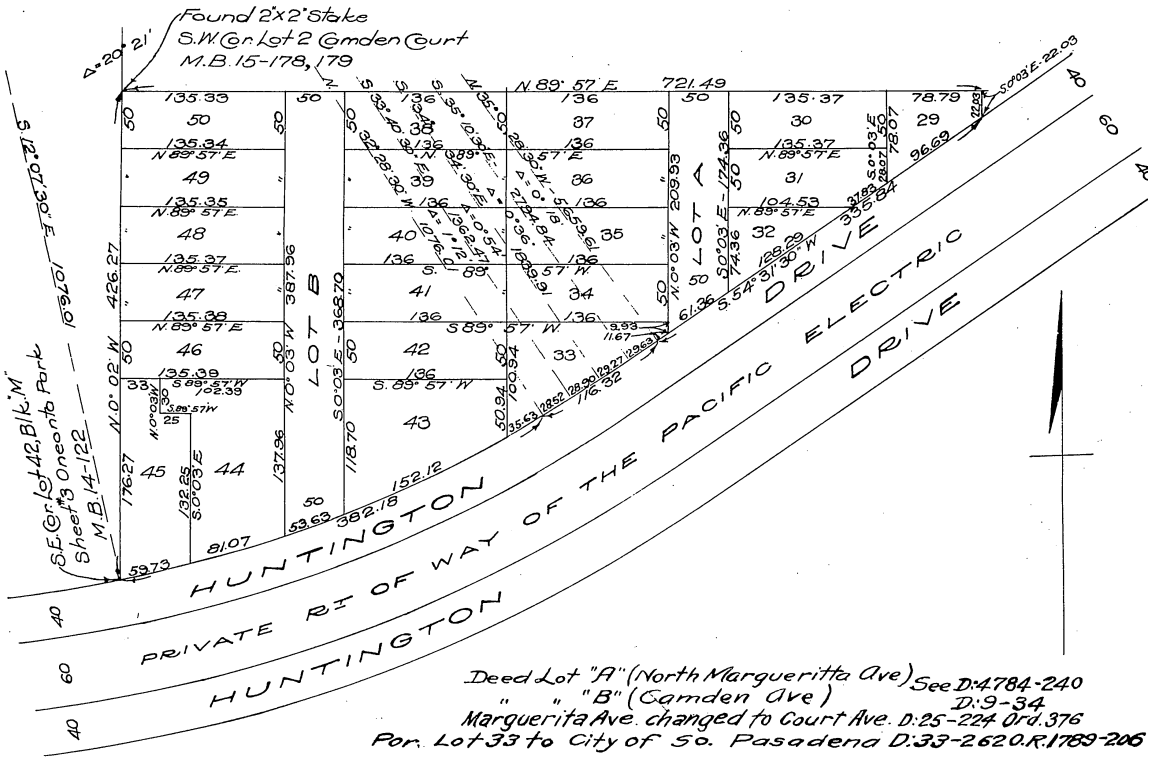
Camden Court Subdivision

Maps (Extension)

18-104
47

TRACT No. 1091

in South Pasadena
Being a subdivision of a portion of
Lot 16 Block "B" Marengo Tract
as per map of the same recorded in Book 5
page 551 of Miscellaneous Records of
Los Angeles County.
August, 1911. Survey and Map by Ben F. Dupuy.
City Engineer of South Pasadena, Calif.
Scale 1"=100'



Owners:- Pasadena Investment Co.

Exhibit 7a

Los Angeles Times, “Dental College Commencement”, May 17, 1903

DENTAL COLLEGE COMMENCEMENT.

The commencement exercises of the College of Dentistry, University of Southern California, will take place at Simpson Auditorium next Tuesday evening at 8 o'clock, closing a prosperous year for the college, with an attendance of sixty students.

The exercises will be as follows: Invocation, Rev. John L. Pitner, D.D.; selection, Glee Club, University of Southern California; remarks, Rev. George F. Bovard, A.M., D.D., president of the University of Southern California; address, Rev. George Thomas Dowling, D.D.; selection, Glee Club; address for the faculty, Garrett Newkirk, M.D., dean; conferring of degrees; selection, Glee Club.

The graduates are William Albert Baker, William John Brizius, Bert Boyd, Kate Diantha Buck, Forney Edwin Burt, Paul Bernard Caler, Harry Walter Hack, William Raymond Honodel, John Morrison Kengy, John Parkhill Luccock, Seitaro Saitow, Charles Davis Stambaugh, George Lyman Stookey, William Hamilton Lee Symington, Genette Frances Weaverling, Walter John Wallace.

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Exhibit 7b

Los Angeles Times, “500 Dentists to Gather for Science Talks”, April 25, 1955

500 Dentists to Gather for Science Talks
Los Angeles Times (1923-1995); Apr 24, 1955; ProQuest Historical Newspapers: Los Angeles Times
pg. B3



SPEAKER — Dr. Hermann Becks will address gathering of dentists at Statler.

500 Dentists to Gather for Science Talks

Vitamin deficiencies will be discussed before 500 dentists who will gather in the Statler Hotel Tuesday afternoon and evening for the annual scientific meeting of the Los Angeles Dental Society. Thirty-three pioneer local dentists will be honored.

Principal speaker will be Dr. Hermann Becks, head of dental medicine at the University of California, San Francisco. He is a national authority on dietary causes of tooth decay.

Service Plaques

As a tribute to pioneer dental contributions, the meeting will be dedicated to 33 members of the Los Angeles Society, who this year are celebrating 50 or more years of dental practice.

The 50-year awards will be presented to:

Drs. Edwin Raymond Kibler, Harry Ernest Jordan, Maxwell Merton Dixon, James S. Montague, William Lehman Lowder, Robert Christopher McAvoy, C. J. Apablasa, Bert Boyd, A. B. Stewart, Lawson W. Downs, William John Brizius, Charles E. Burt, H. B. Bishopp, H. S. Brown, E. M. Harwood and George Knapp, all residents of Los Angeles.

In surrounding communities, tribute will be paid to Drs. Harry Charles Newman, Beverly Hills; Harry Irving Down and John Edward Taylor, Hollywood; Henry Edward Piner, Arthur Savage, Huntington Park; Chester Grey Skinner, Alhambra; Arthur Whomes, San Marino; Arthur L. Shellhorn, San Gabriel; Paul Caler, Arcadia; Curtis Kent, Whittier; Edward E. Kirtlan, Pasadena; Herbert Charles King and J. W. Needles, Glendale; H. E. Ransom, Sun Valley; Frederic Curtis Locklin, Carlsbad; Carl D. Lucas, Oceanside, and Clayton M. McCauley, Palm Springs.

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Exhibit 8

Los Angeles Times, "Camden Court New Unique Subdivision", February 27,

CAMDEN COURT NEW UNIQUE SUBDIVISION.
Los Angeles Times (1886-1922); Feb 27, 1910; ProQuest Historical Newspapers: Los Angeles Times
pg. VI1

LITTLE KINGDOM UNTO ITSELF.

CAMDEN COURT NEW UNIQUE SUBDIVISION.

ONE of the smallest and probably the most unique and attractive tracts yet prepared for the market in the suburban areas near Los Angeles, is that known as Camden Court in the Oneonta Park section of South Pasadena. Comprising exactly eighteen large lots, and a bare 800 feet in width, by about the same depth, this beautiful residence park is being cut into the midst of a magnificent grove of sixteen-year-old orange trees. It is a little principality unto itself. D. E. Lyons, its owner, is expending a small fortune in perfecting his plans for its development.

The unique subdivision fronts on Oak street, and is just south of Garfield avenue. It is quite close to La Senda station. It is divided by a boulevard 110 feet wide in the middle of which is a handsome parkway. This avenue extends to the frontages of the rear lots and is to be used exclusively for the carriages and automobiles of the residents of Camden Court. A private driveway touching the rear of every lot extends from Oak street completely around the park. This will be used by delivery wagons only. One of the most beautiful features of the arrangement is the parking within the inner curving of the main boulevard. This is being set to rare shrubs and elaborately gardened. The surroundings walks are all of crushed granite.

Within this area of green a grotto is being built of Riverside granite. A goldfish pond and rustic bridges are features of the treatment. The Oak-street entrance is through handsome stone gates and the entire 800 feet frontage is enclosed within an ornamental concrete fence surmounted with ornamental iron railings. The entire work of landscaping is being done under the auspices of R. W. Latham.

The lots themselves range in size from 80x232 feet to triangular pieces a third of an acre in extent. All face on the entrance driveway and are set to beautiful orange trees, many of which must be sacrificed, as the dwellings of the court are erected. All residences are to set back uniformly thirty-five feet from the walk line. The owner of the tract will erect the first house. One lot has been sold to J. S. Moore, formerly vice-president of the All Night and Day Bank, for a consideration of $4000. The building restrictions are $3000.

Mr. Lyons bought the tract in 1906 for $40,000, and has held it ever since with the idea of eventually improving it as he is now doing. He has been in Los Angeles for the past five years, during which time he has promoted his own property exclusively. Before coming to this section he was a resident of Des Moines, Iowa, in which city he laid out many choice subdivisions.

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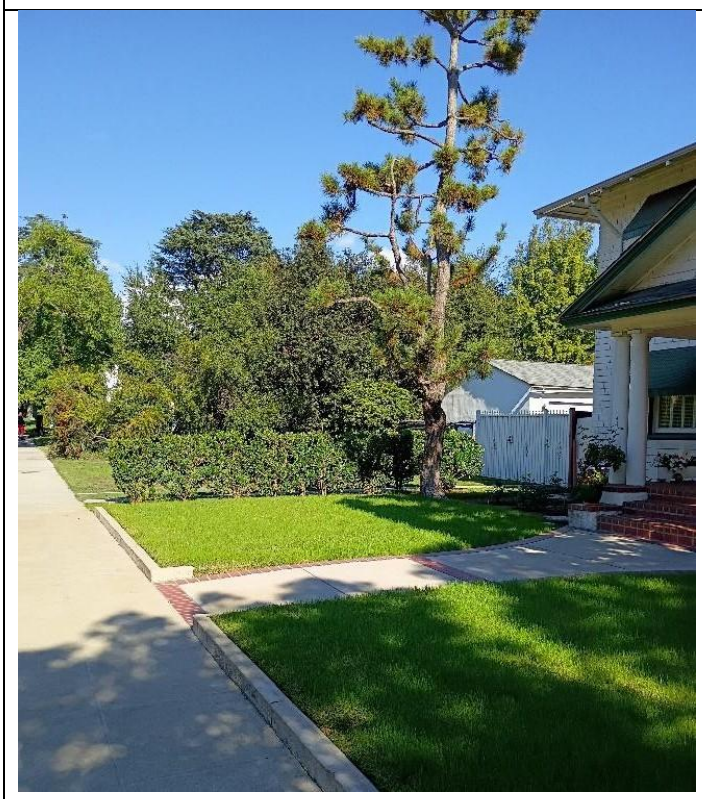
Exhibit 9

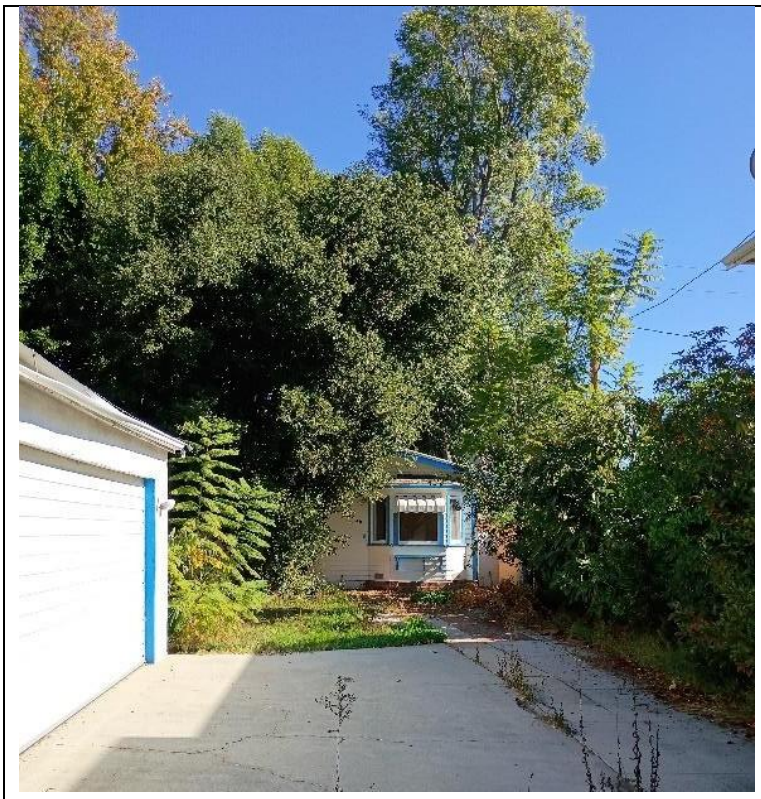
Subject Property
Photo Pages

November 2025

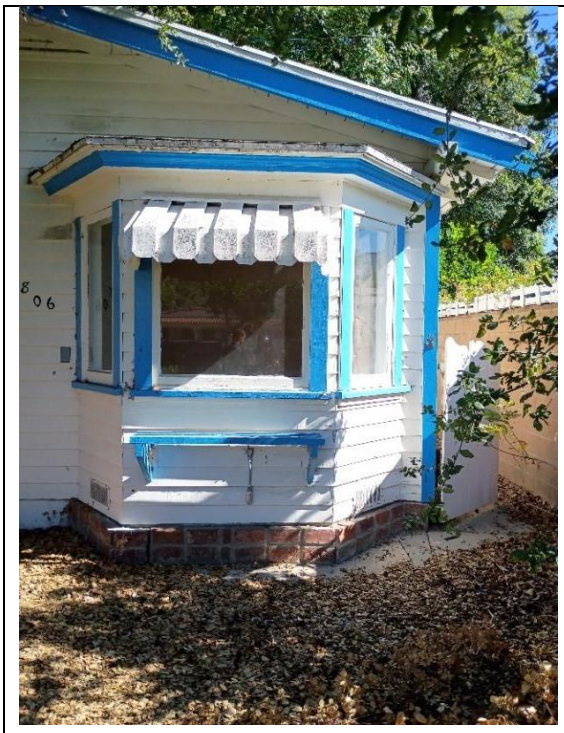
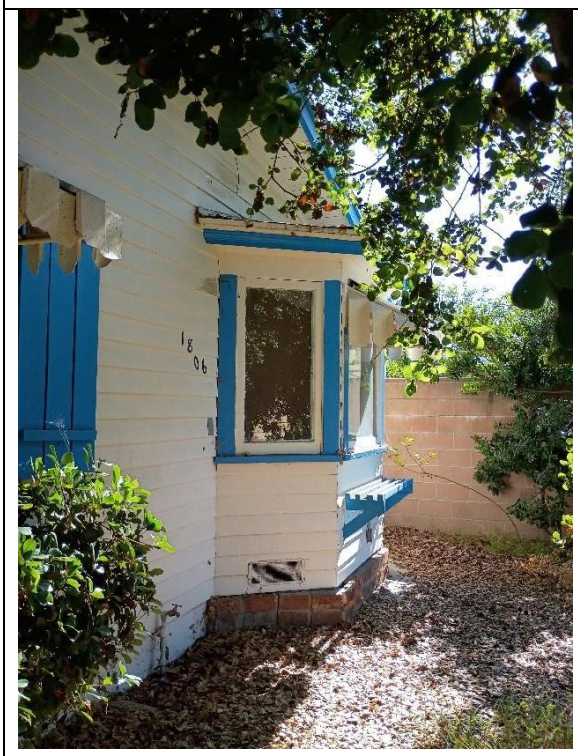
Property Front, Street View

	1. The property has a large setback, with a fence and gate that separates the two structures. A large garage is seen from the street, and the house is minimally visible. A driveway extends from the sidewalk to the interior of the property. A white metal gate provides access.
	2. From the sidewalk view, the garage is seen behind the fence and gate and has a larger setback than adjacent properties.

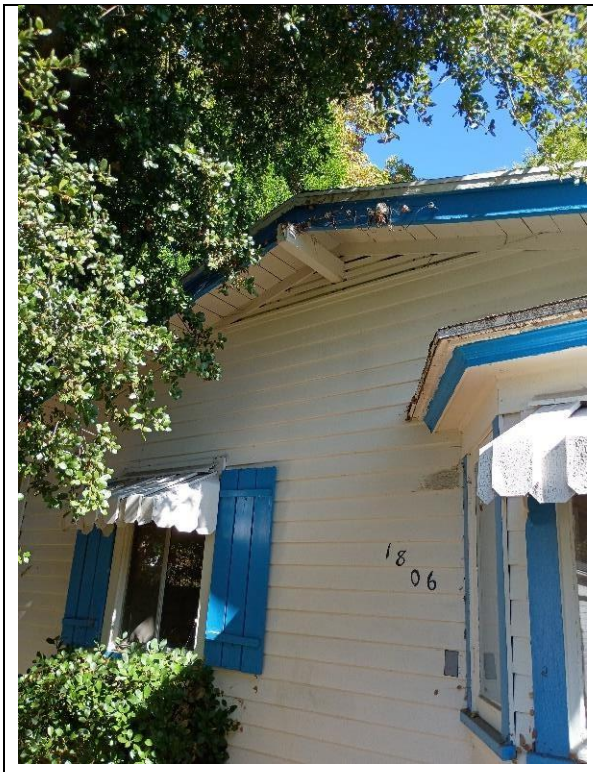
1806 Camden Avenue, South Pasadena

	3. The garage on the left is visible from the street and the house has an extreme setback and is minimally visible. The driveway extends to the front of the house.
	4. The house façade has a broad low sloping front facing gable with two windows, one primary bay window and a secondary window. The front of the house does not have an entry, it is located at the side.

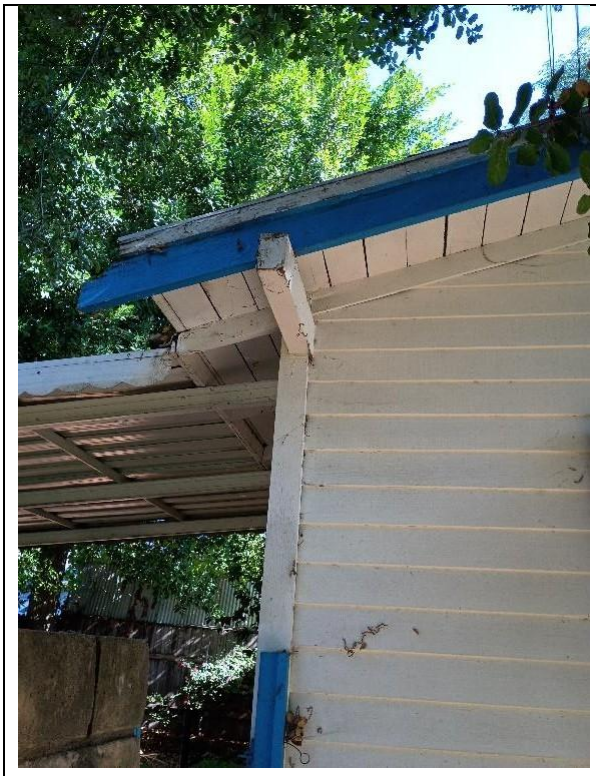
1806 Camden Avenue, South Pasadena

	5. The house has a prominent bay window, three parts, under the gable. Based on Sanborn maps this window unit was not a part of the original construction. Assessor building records indicate it was likely added in the late 1940s.
	6. A profile view of the bay window shows the hood/roof, trimming around windows, an added shelf, and a brick foundation.

1806 Camden Avenue, South Pasadena

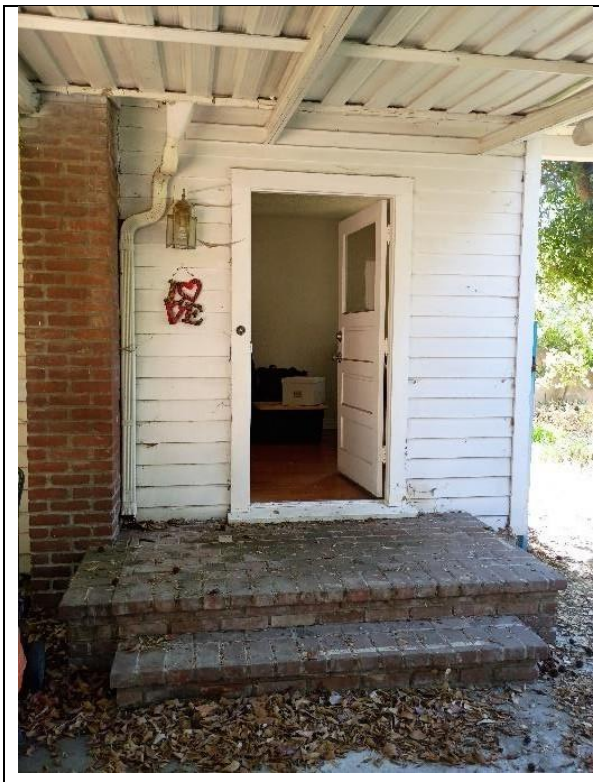
	7. The house is clad in wood horizontal lap siding on all sides. The gable peak is supported by a rafter that extends beyond the overhang. A roof vent is found under the gable. The roof pitch is low.
	8. The façade secondary window has an aluminum canopy similar to the bay window, and painted wood shutters on each side.

1806 Camden Avenue, South Pasadena

	9. Rafters are found on each end of the front gable roof. The home has wide overhangs and rafter tails. These features are characteristic of the Craftsman style.
	10. The bathroom wood window shows a strong profile and is characteristic of the Craftsman style.

1806 Camden Avenue, South Pasadena

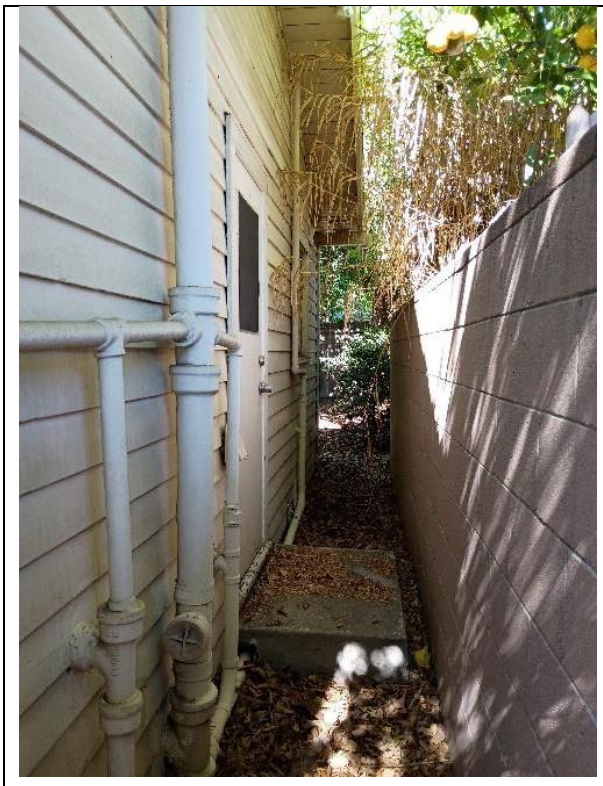
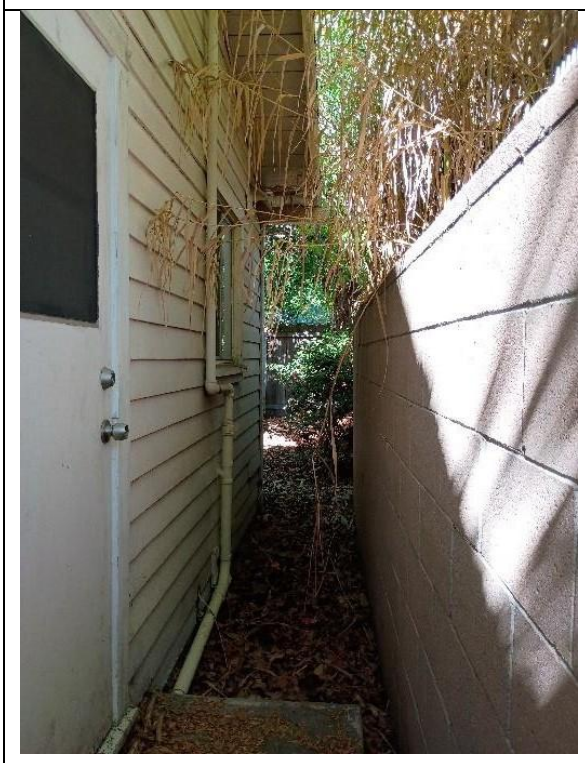
House Side, North Elevation

	11. The side, north elevation, contains the front entry with a brick chimney (does not appear to be functional) to the left and a brick/stone stepped low profile porch floor with a low-height aluminum canopy above. The porch floor is minimally characteristic of the Craftsman style.
	12. The side elevation contains two windows and is clad in the same wood lap siding. Along with the roof overhang and rafter tails, these features are characteristic of the Craftsman style.

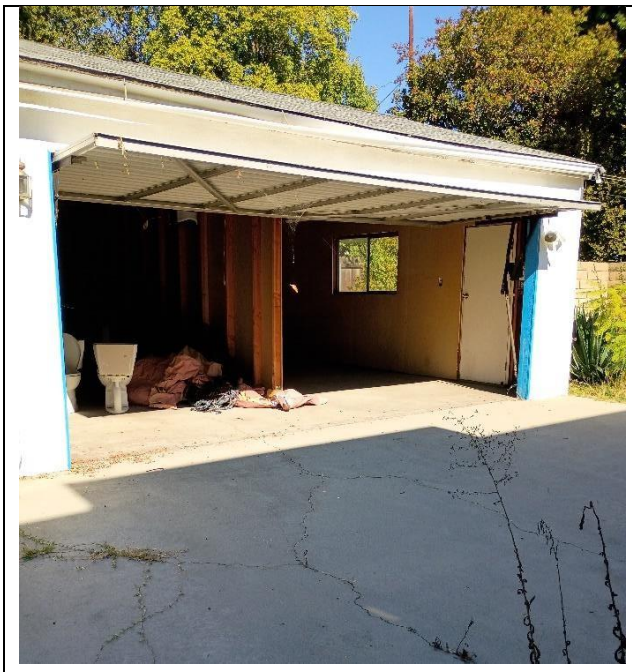
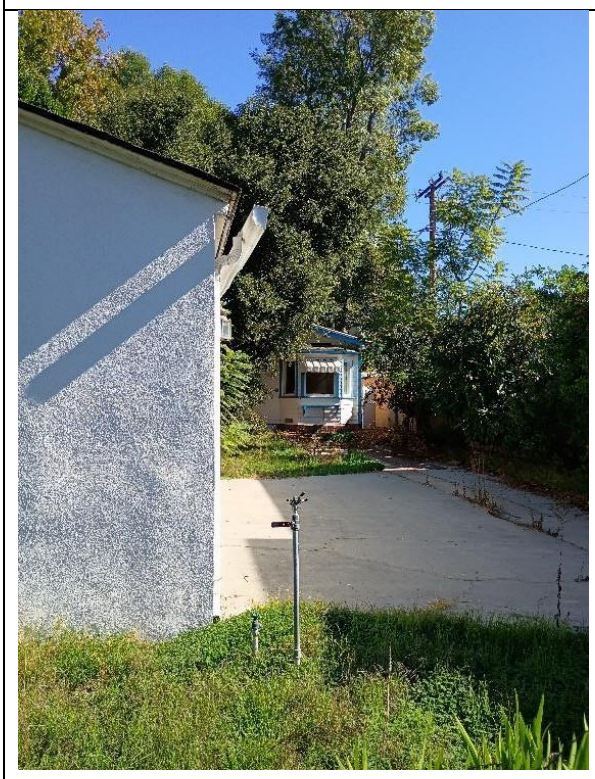
1806 Camden Avenue, South Pasadena

	13. The side, south elevation, contains three windows and the same wood lap siding and overhang with rafter tails. The side yard setback is minimal, approximately 5 feet.
	14. The side yard, contains the old utility panel door.

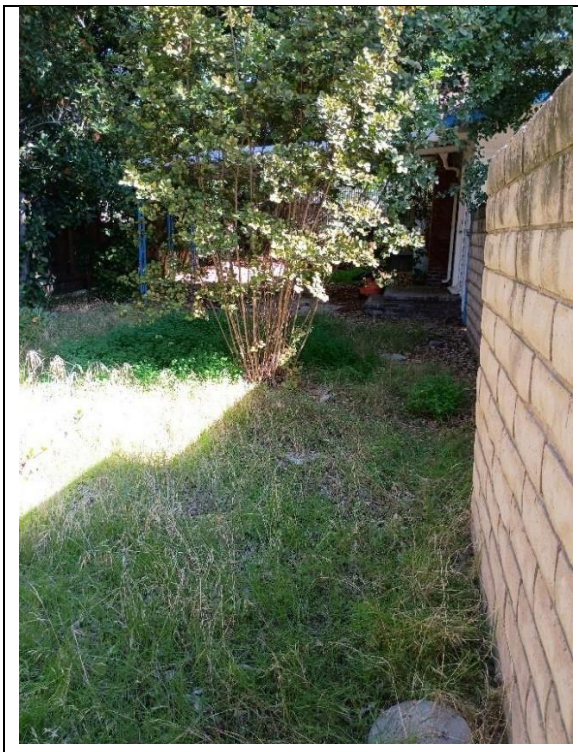
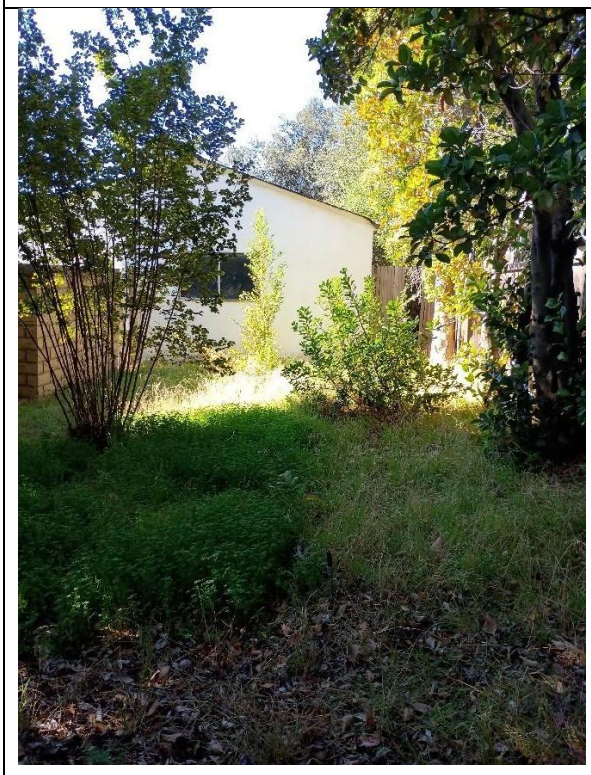
1806 Camden Avenue, South Pasadena

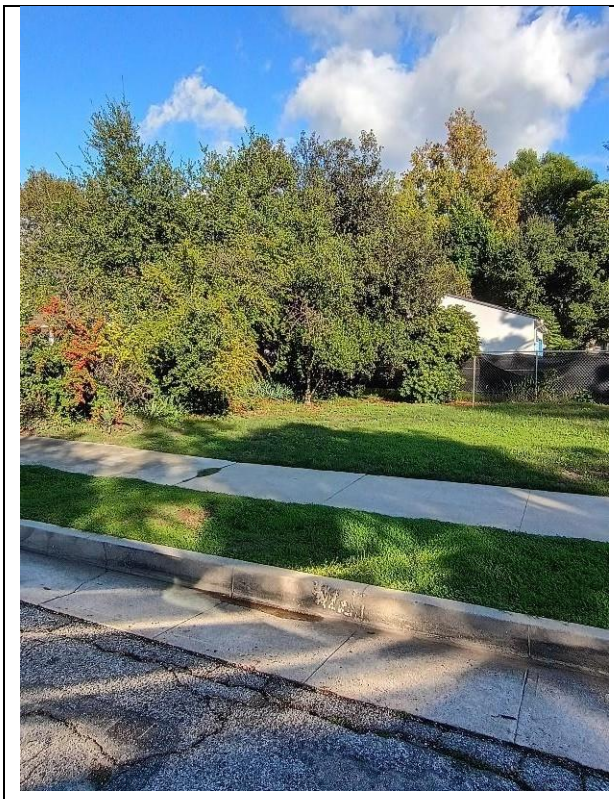
	15. The rear setback is extremely minimal at 3.5 feet. It contains the same wood lap siding and overhang.
	16. The rear contains a door and window and the same wood lap siding.

Garage

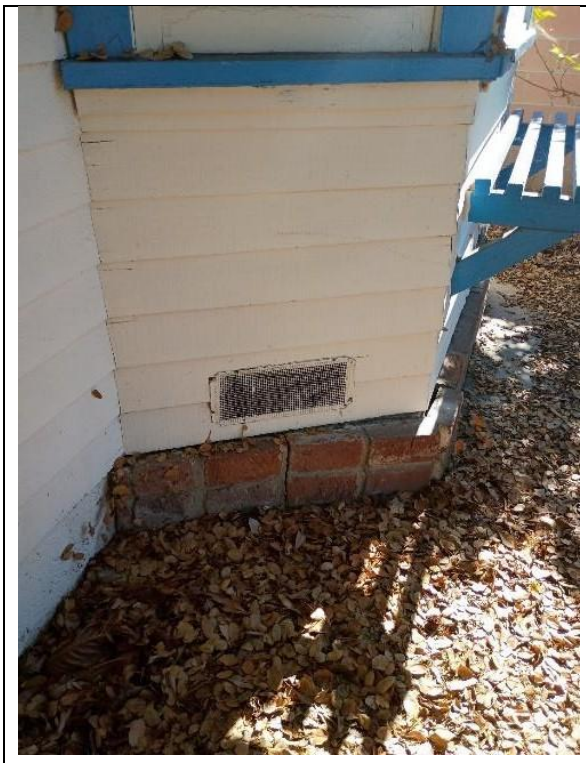
	17. The garage is a more modern addition to the property constructed in 1972. It is larger than a two-car garage and appears to have served additionally as a workshop. The overhead garage door faces the south, toward the driveway. A concrete slab surrounds the front of the garage opening.
	18. The garage sits behind the front fence and is clad in stucco, with a medium pitched roof with a side gable facing the street. The garage has no unique features and appears to have been constructed for utility purposes only. The garage, as the front structure, does not relate to the streetscape or the characteristic setbacks of surrounding properties.

1806 Camden Avenue, South Pasadena

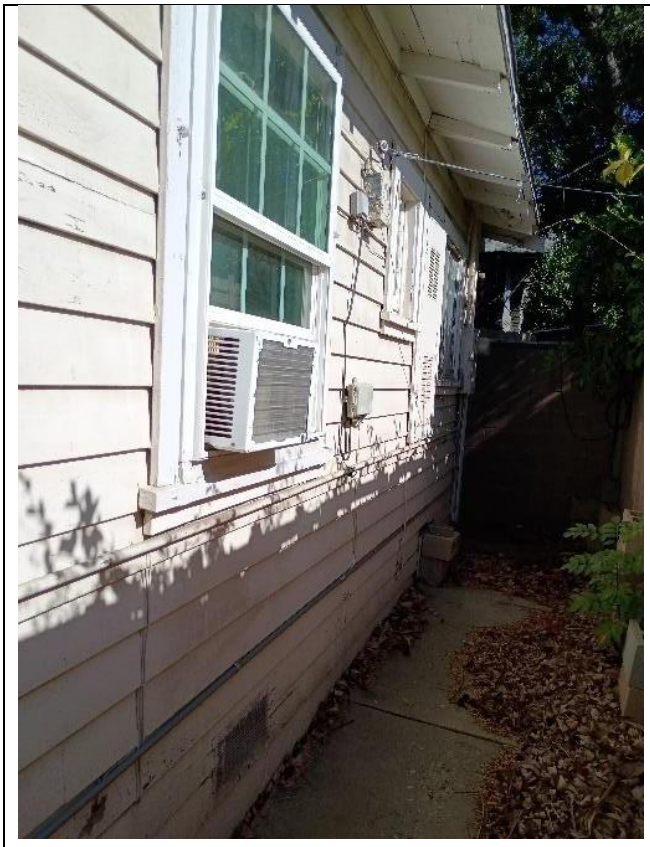
	19. The side yard, north facing, is wider and landscaped with overgrown vegetation. A wall separates the side yard and a wooden gate provides access.
	20. The side yard does not have any landscape design, although heavily covered with overgrown vegetation. It appears to be a combination of native plantings and ornamental plantings.

	21. The front of the property, at the northern boundary, is covered with heavy vegetation including native and ornamental plantings. The vegetation obscures the view of the garage and house, particularly since they sit behind the fence/gate. A grass area is between the sidewalk and fence.
	22. The vegetation on the property is dense. The front yard, in front of the fence, contains the mailbox, elevated sprinklers. The left side is a fixed chain link fence covered in black tarp and the right side is a painted white metal gate to access the property.

1806 Camden Avenue, South Pasadena

	23. The bay window box is a later addition to the house. It's not known what it replaced. The footing is constructed of brick.
	24. The bay window is a later addition to the house. The corbel style roofing/canopy extends out away from the house and has a generous overhang. An applied wooden shelf sits under the front window portion, and an aluminum canopy sits above.

1806 Camden Avenue, South Pasadena

	25. The original side window has been replaced with a vinyl/aluminum window and protrudes from the framing.
	26. The original front window has been replaced with an aluminum horizontal sliding window.

1806 Camden Avenue, South Pasadena

Exhibit 10a

Camden Court Assessor

Parcel Map – Index Map

5321

SCALE 1" = 600'

801015
820217
820507
840523
850130
850118
901026
2009050507

2010

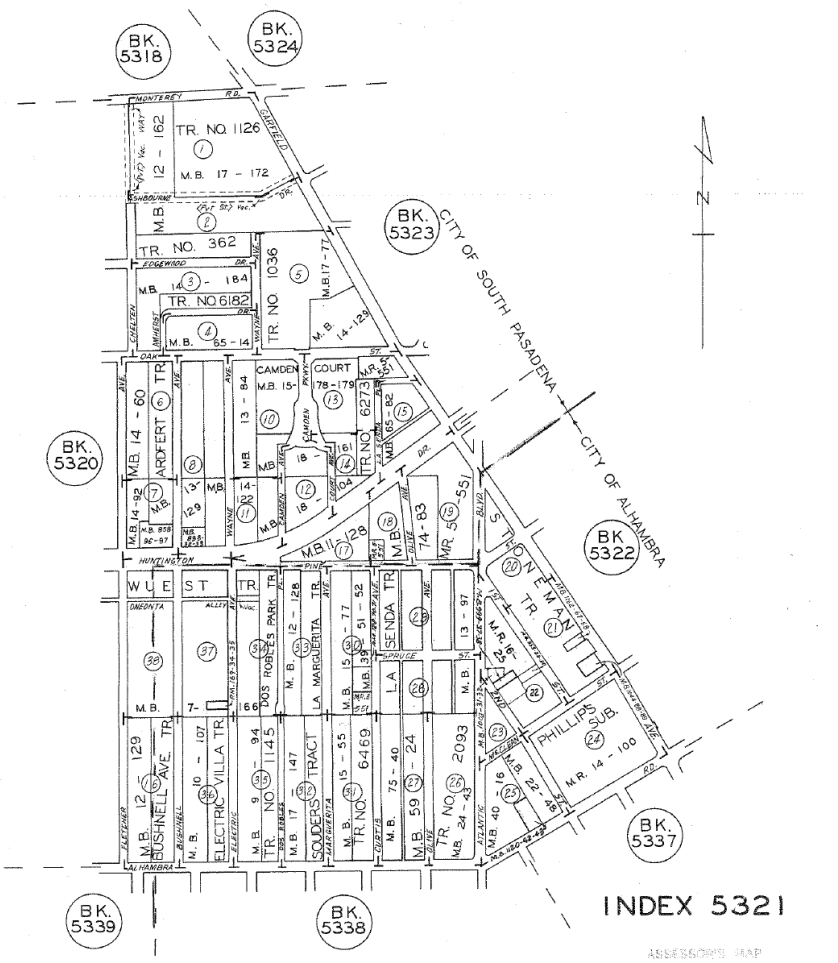


Exhibit 10b

Camden Court Assessor

Parcel Map

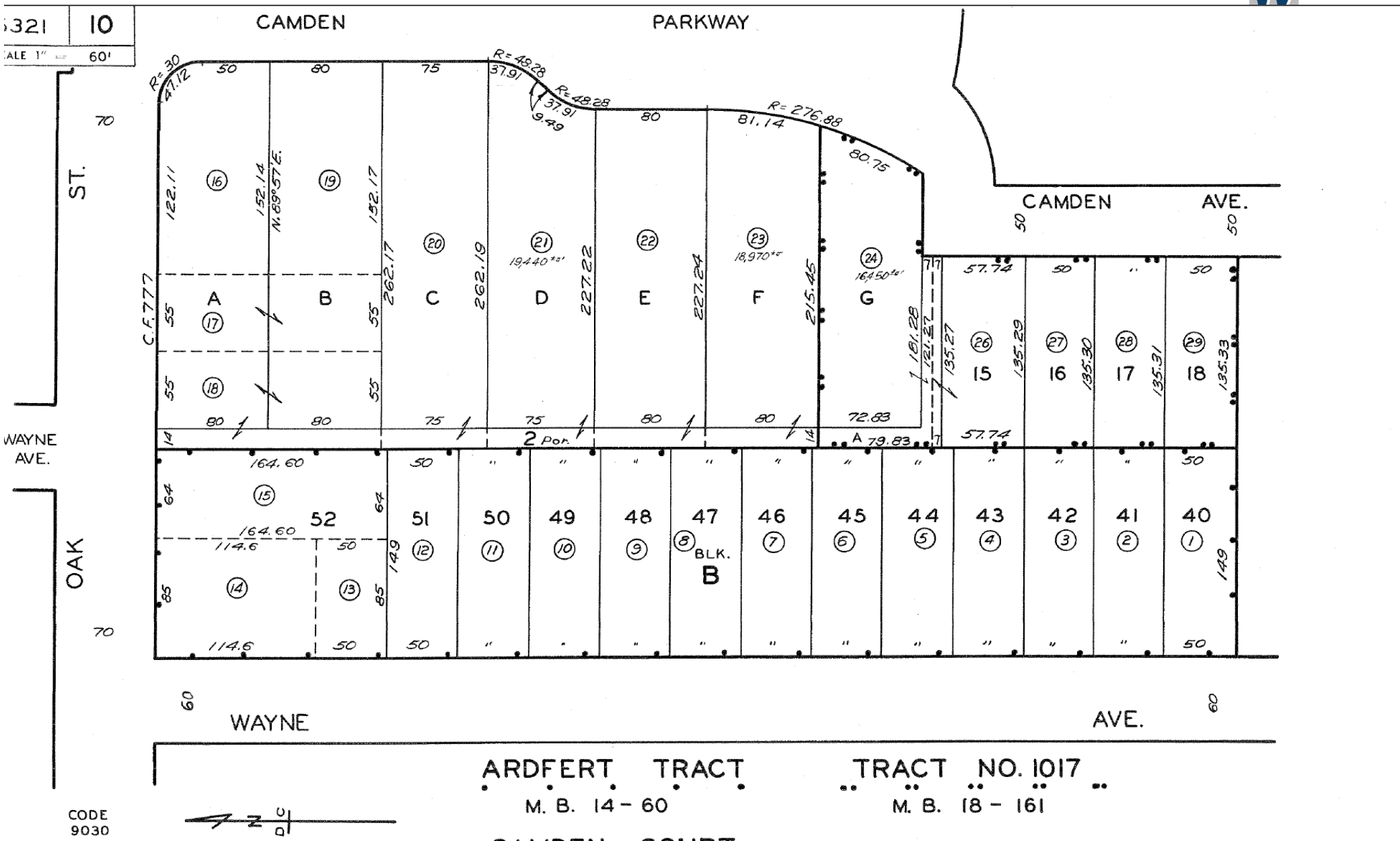
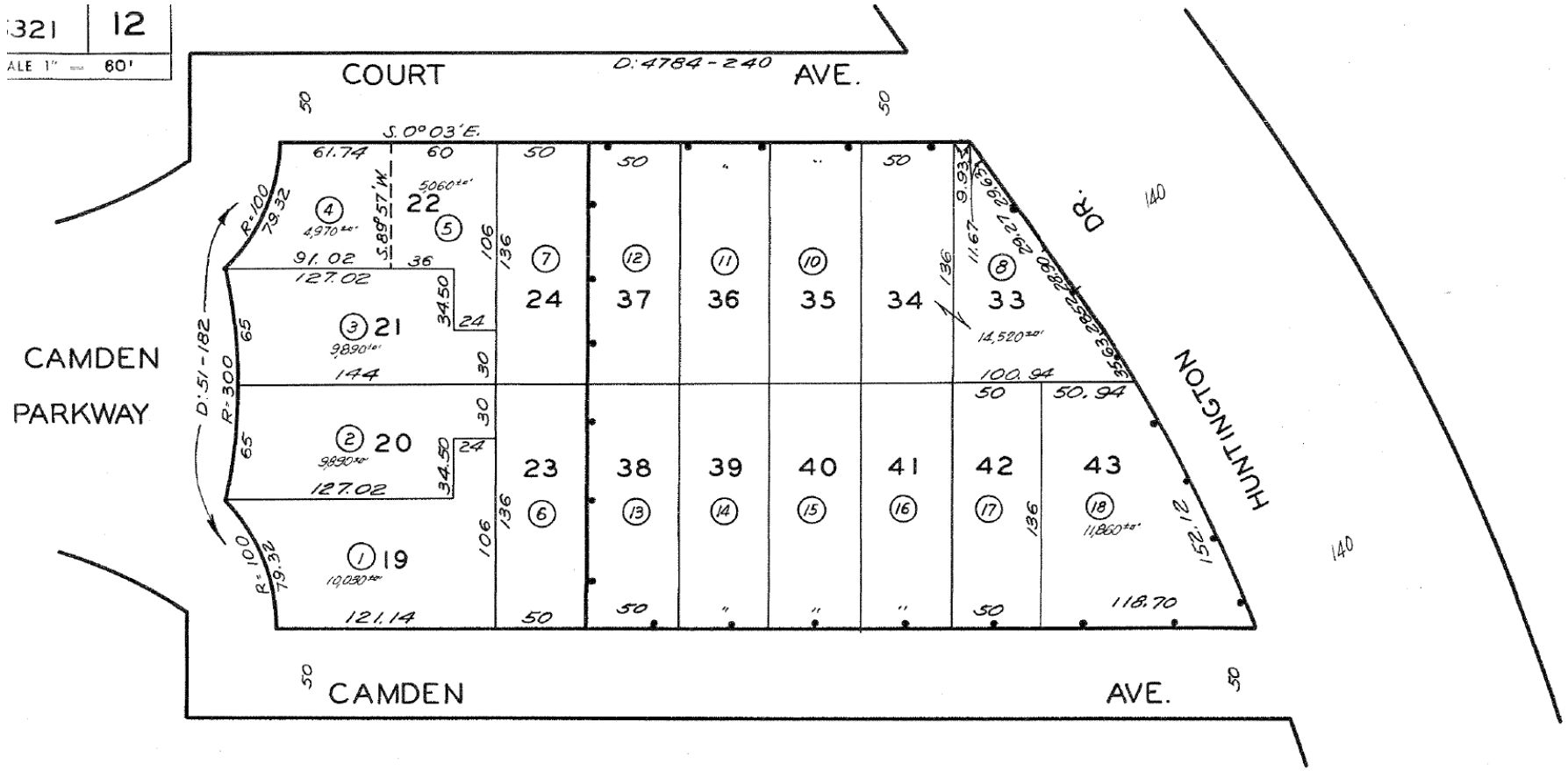

3321
10
SCALE 1" = 60'
CAMDEN PARKWAY
CAMDEN AVE.
WAYNE AVE.
OAK ST.
WAYNE AVE.
A
B
C
D
E
F
G
15
16
17
18
52
51
50
49
48
47
46
45
44
43
42
41
40
BLK. B
2 Por.
ARDFERT TRACT
M. B. 14 - 60
TRACT NO. 1017
M. B. 18 - 161
CAMDEN COURT
M. B. 15 - 178 - 179
CODE 9030
FOR PREV. ASSM'T. SEE: 1333-10
ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 10c

Camden Court Assessor

Parcel Map



TRACT NO. 1017

M. B. 18 - 161

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-12

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

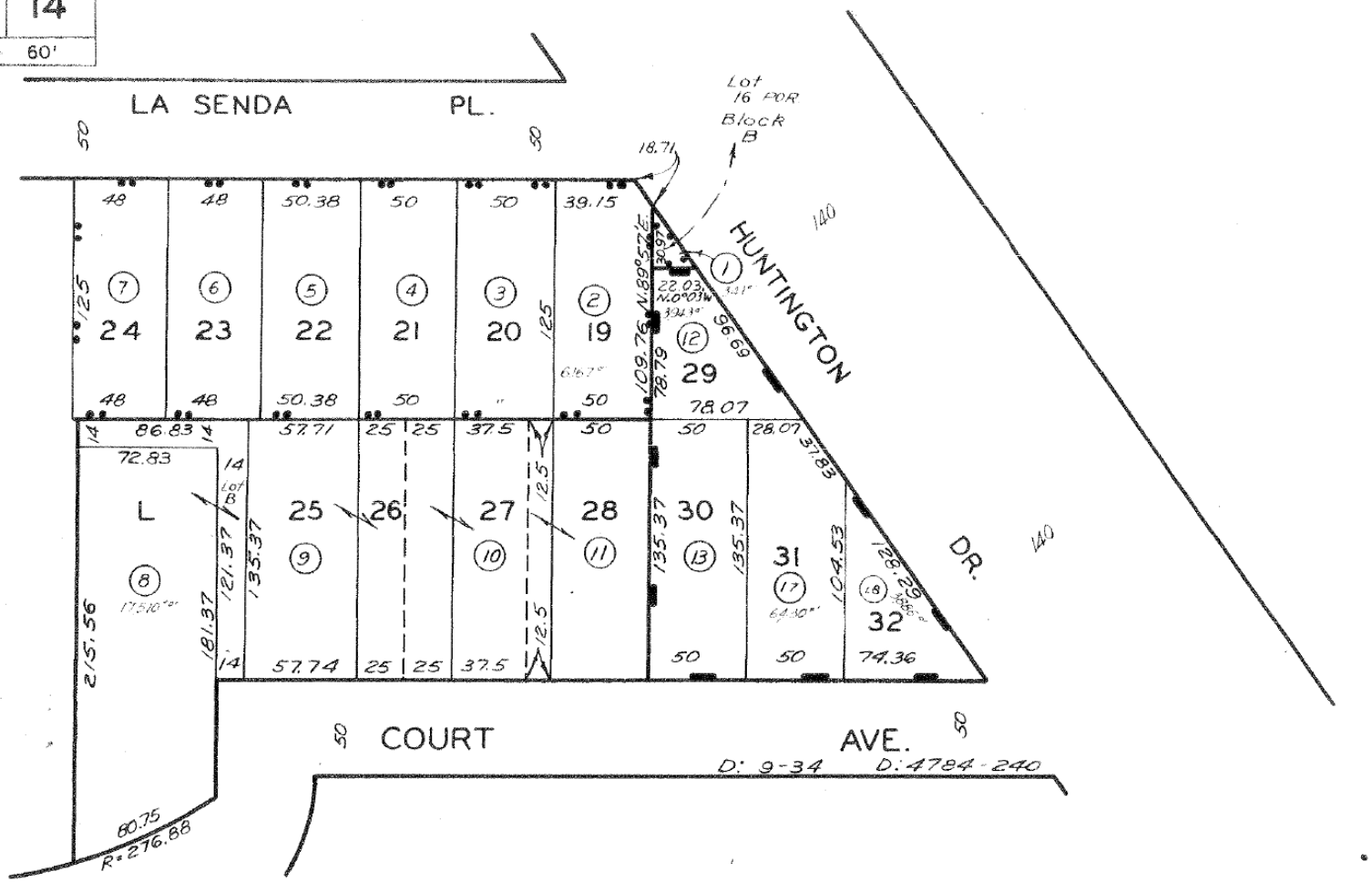
Exhibit 10d

Camden Court Assessor

Parcel Map

5321 | 14

SCALE 1" = 60'



TRACT NO. 6273
M. B. 65 - 82

TRACT NO. 1091
M. B. 18 - 104

TRACT NO. 1017
M. B. 18 - 161

MARENGO TRACT
M. R. 5 - 551

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-14

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

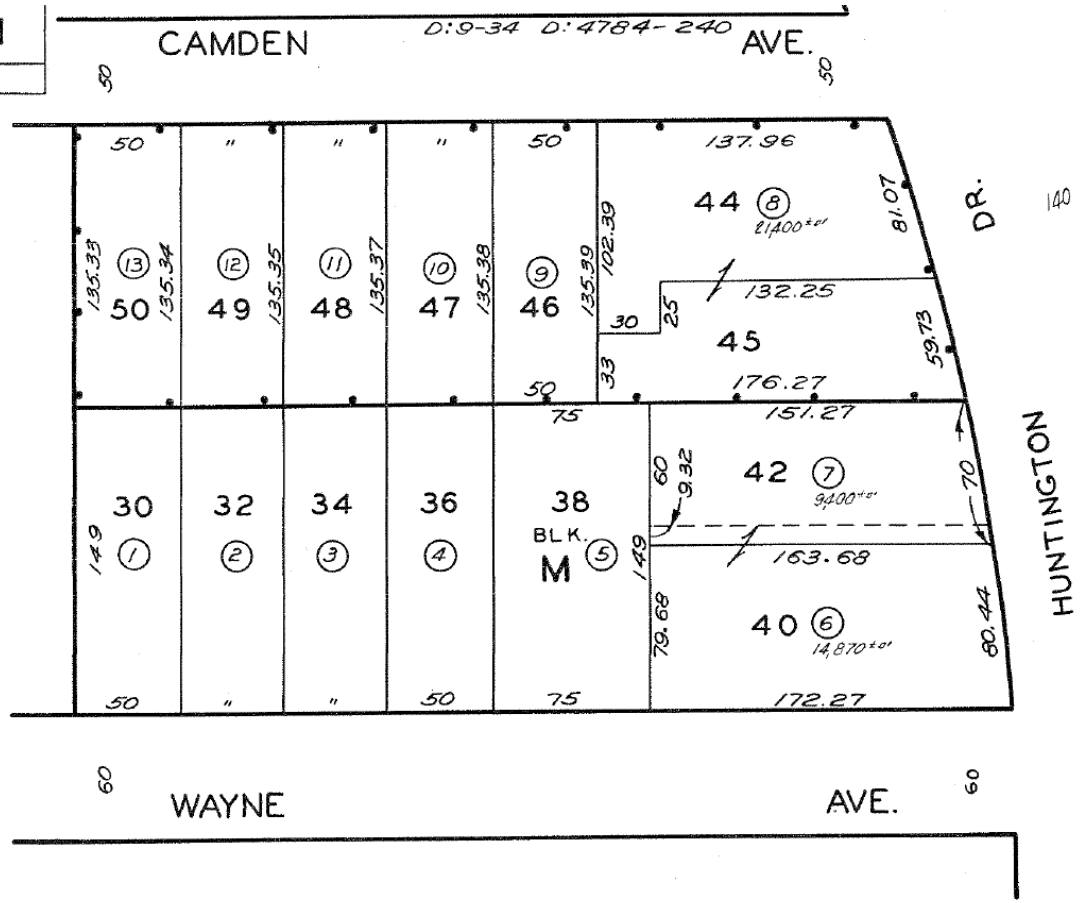
Exhibit 10e

Camden Court Assessor

Parcel Map

5321 | 11

ALE 1" = 60'



ONEONTA PARK

M. B. 14 - 122

TRACT NO. 1091

M. B. 18 - 104

CODE
9030

FOR PREV. ASSM'T. SEE: 1333-11

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

Exhibit 10f

Camden Court Assessor

Parcel Map

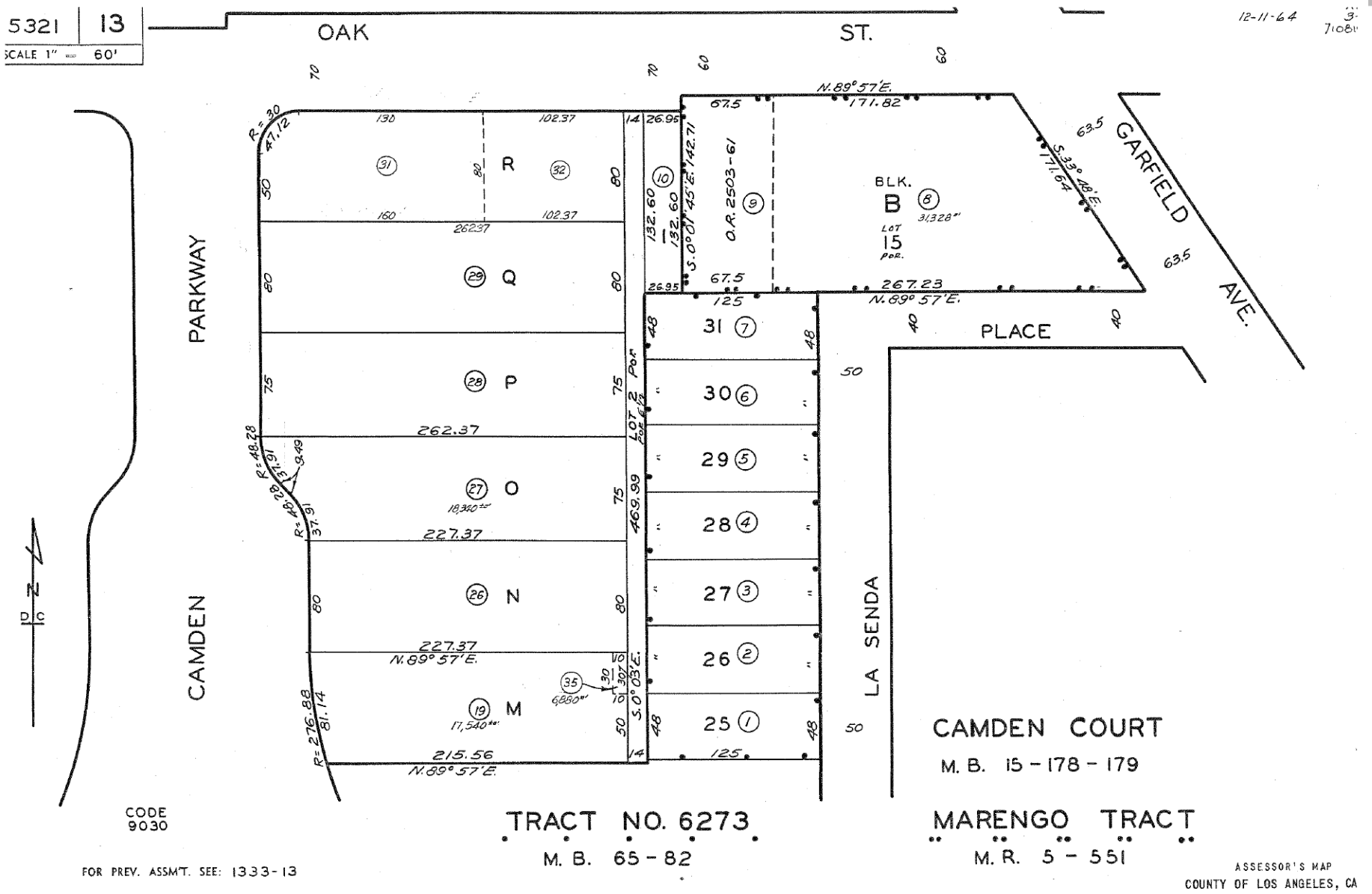
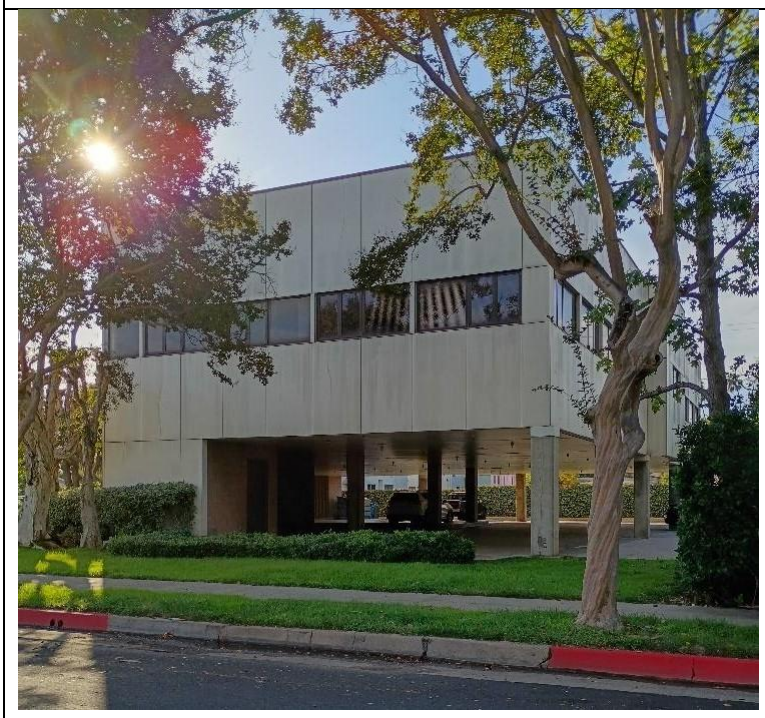
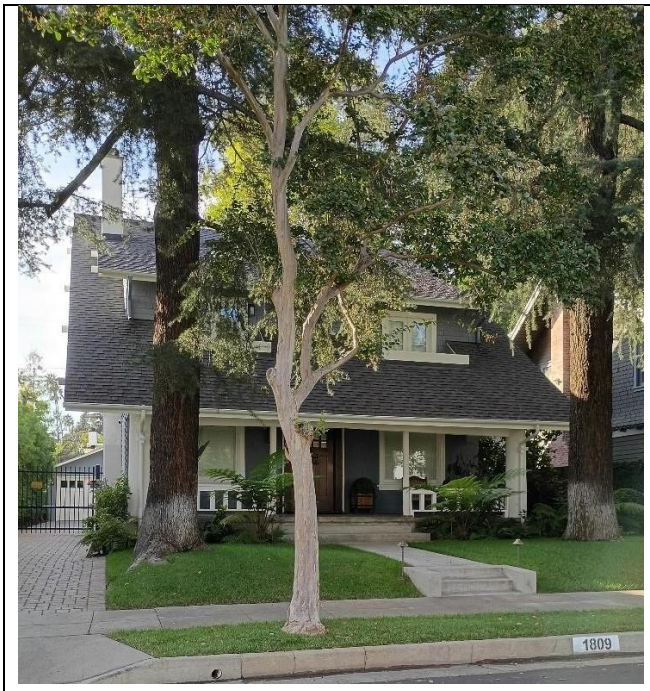
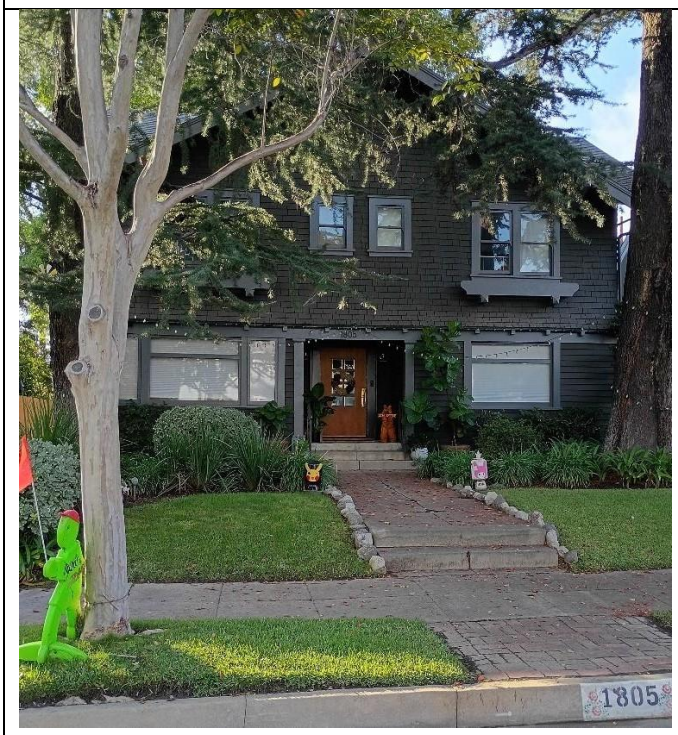

5321 | 13
SCALE 1" = 60'
OAK ST.
12-11-64
PARKWAY
CAMDEN
GARFIELD AVE.
PLACE
LA SENDA
CAMDEN COURT
M. B. 15 - 178 - 179
R
Q
P
O
N
M
B
BLK. B
LOT 15 POR.
31,328 ±
18,360 ±
17,540 ±
6,880 ±
O.R. 2503-61
N. 89° 57' E. 171.82
S. 33° 48' E. 171.64
N. 89° 57' E. 267.23
S. 0° 01' 45" E. 142.71
S. 0° 03' E. 469.99
N. 89° 57' E. 227.37
N. 89° 57' E. 215.56
262.37
132.60
LOT 2 POR
31 (7)
30 (6)
29 (5)
28 (4)
27 (3)
26 (2)
25 (1)
CODE 9030
TRACT NO. 6273
M. B. 65 - 82
MARENGO TRACT
M. R. 5 - 551
FOR PREV. ASSM'T. SEE: 1333-13
ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CA

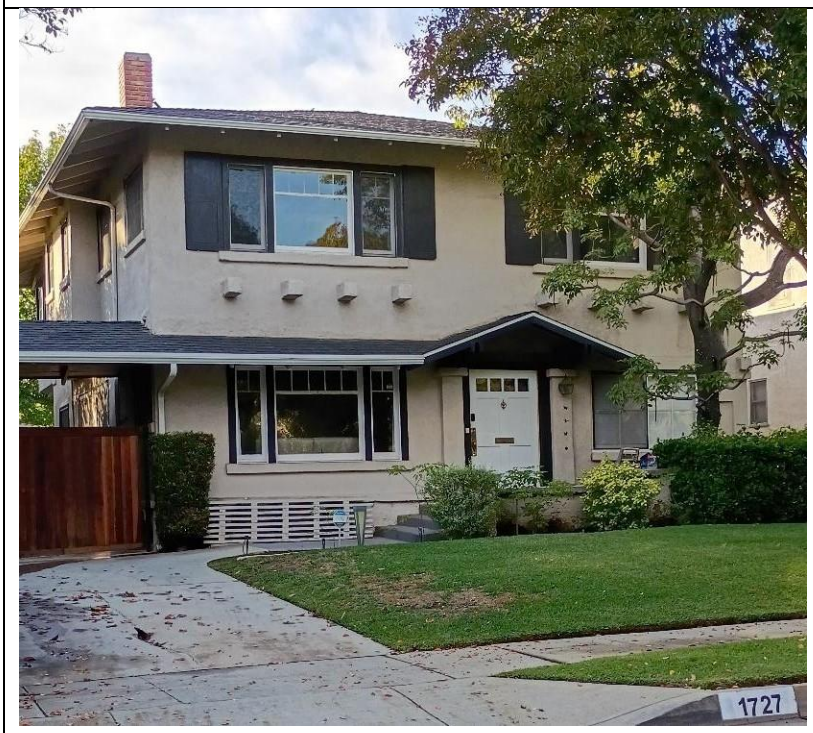
Exhibit 11a

Camden Court Photo Pages, Properties, November 2025

	1618 Camden Parkway
	2044 Huntington Drive

	1809 Court Avenue
	1805 Court Avenue

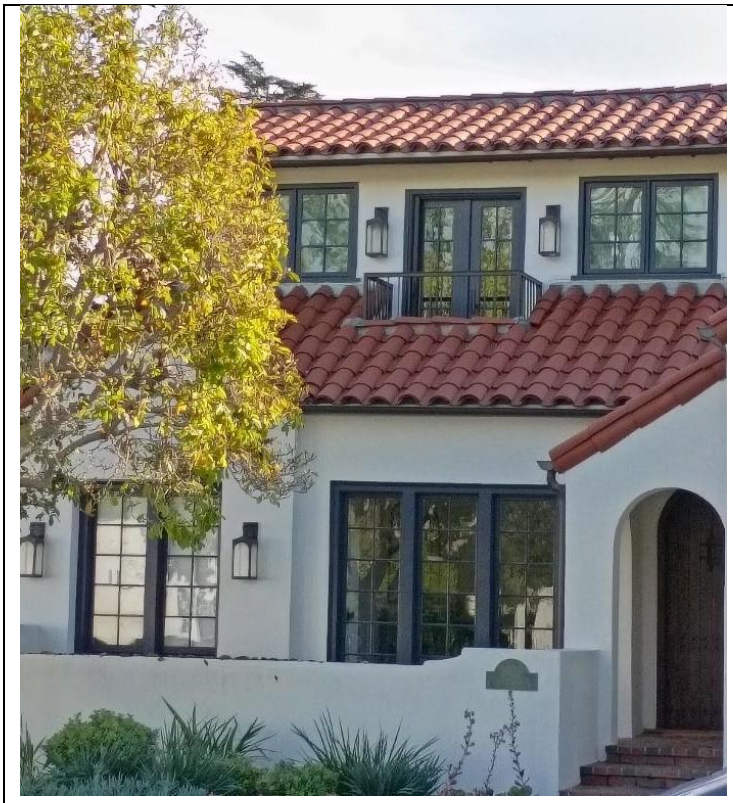
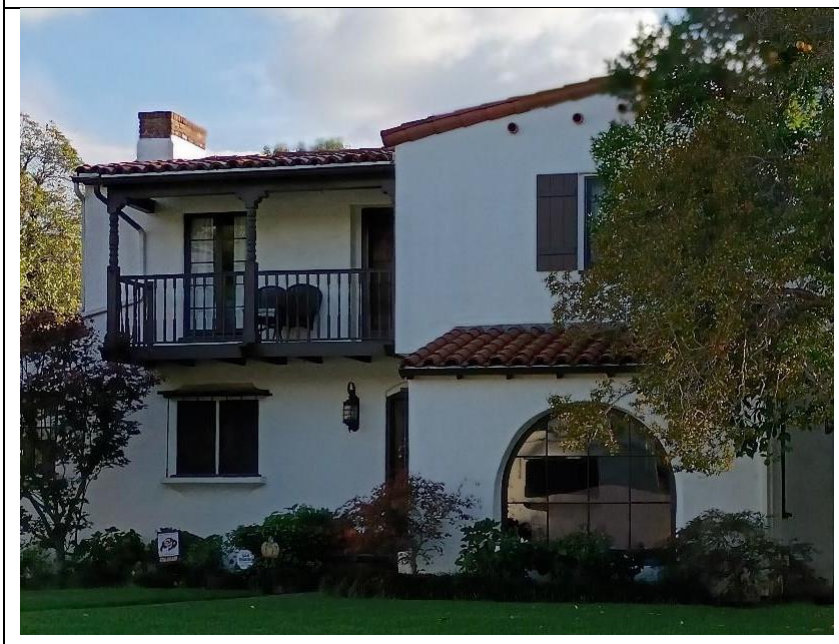
Camden Court Photo Pages (Properties), South Pasadena

	1801 Court Avenue
	1727 Court Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1721 Court Avenue
	2026 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	2022 Camden Parkway
	2018 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	2014 Camden Parkway
	1722 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1800 Camden Avenue
	1806 Camden Avenue (Subject Property)

Camden Court Photo Pages (Properties), South Pasadena

	1810 Camden Avenue
	1812/1814 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	Camden Avenue/ Huntington Drive Parking Lot
	1820-1826 Camden Avenue

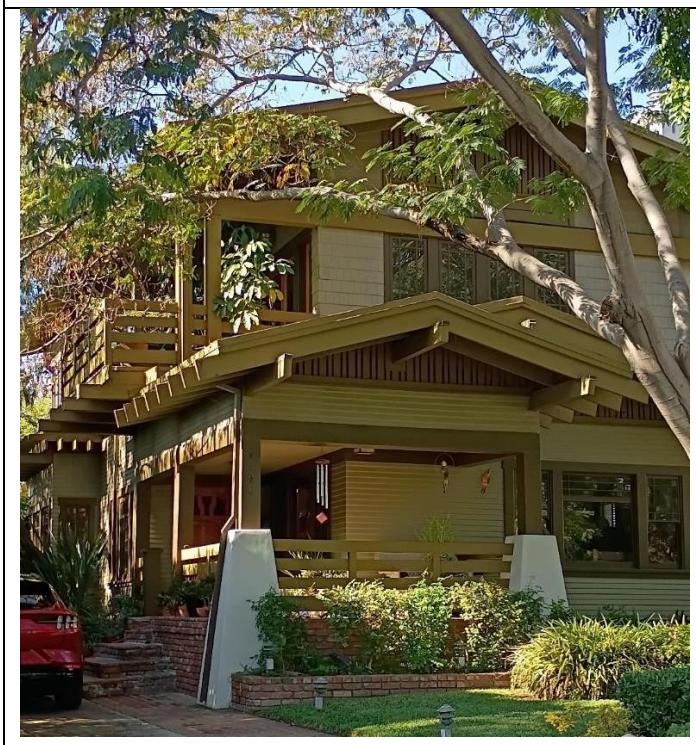
Camden Court Photo Pages (Properties), South Pasadena

	1628 Camden Parkway
	1700 Camden Parkway

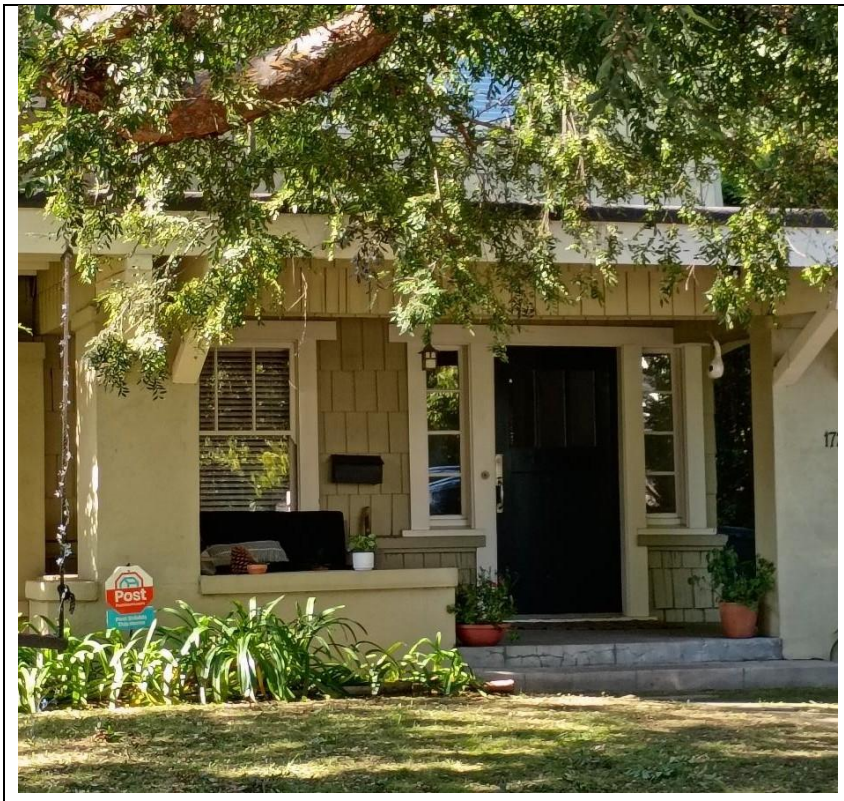
Camden Court Photo Pages (Properties), South Pasadena

	1707 Camden Parkway
	1711 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1717 Camden Avenue
	1723 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1725 Camden Avenue
	1803 Camden Avenue (Vacant Lot)

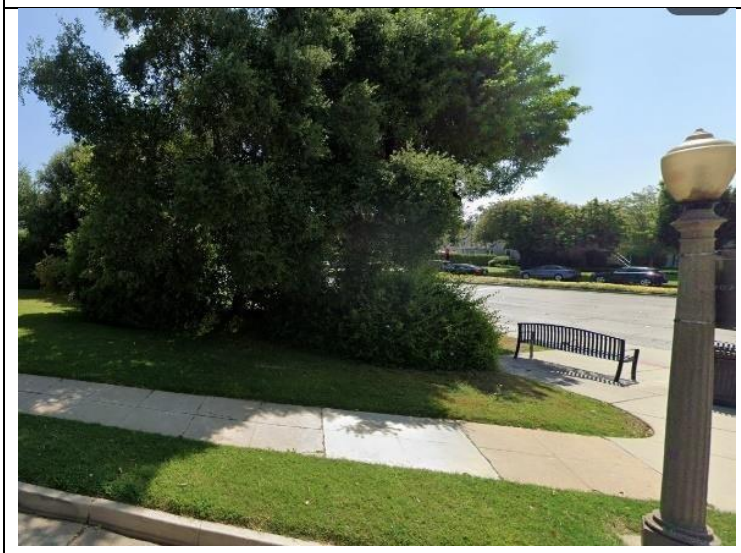
Camden Court Photo Pages (Properties), South Pasadena

	1805/1807 Camden Avenue
	1811 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1815 Camden Avenue
	1819 Camden Avenue

Camden Court Photo Pages (Properties), South Pasadena

	2012 Huntington Drive
	Camden Court & Huntington Drive (Vacant Lot)

Camden Court Photo Pages (Properties), South Pasadena

	1806 Court Avenue
	1800 Court Avenue

Camden Court Photo Pages (Properties), South Pasadena

	1724 Court Avenue
	1718 Court Avenue

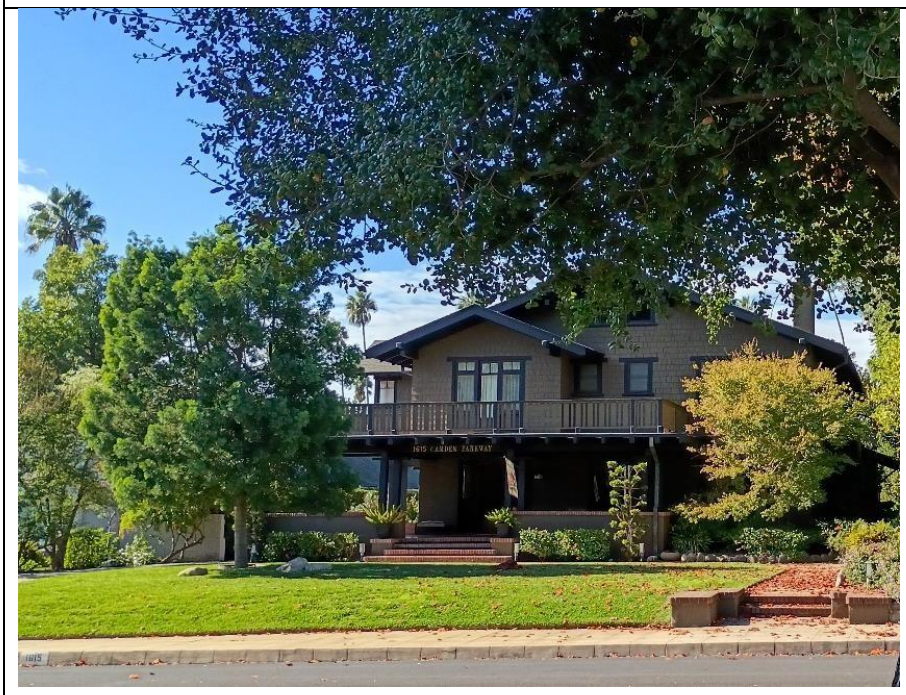
Camden Court Photo Pages (Properties), South Pasadena

	1714 Court Avenue
	1706 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1701 Camden Parkway
	1629 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1619 Camden Parkway
	1615 Camden Parkway

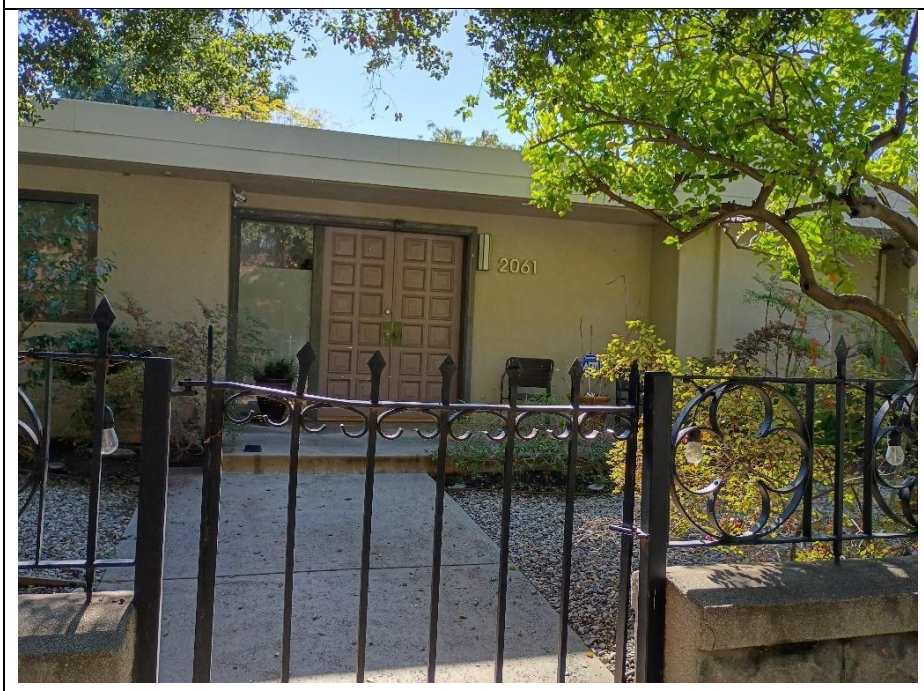
Camden Court Photo Pages (Properties), South Pasadena

	2015 Oak Street
	2021 Oak Street

Camden Court Photo Pages (Properties), South Pasadena

	2035 Oak Street
	1609 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

	1602 Camden Parkway
	2061 Oak Street

Camden Court Photo Pages (Properties), South Pasadena

	1608 Camden Parkway
	1614 Camden Parkway

Camden Court Photo Pages (Properties), South Pasadena

Exhibit 11b

Camden Court Photo Pages, Features, November 2025

Entry Signage Marker – Front



Camden Court Photo Pages (Features), South Pasadena

Entry Signage Marker – Back

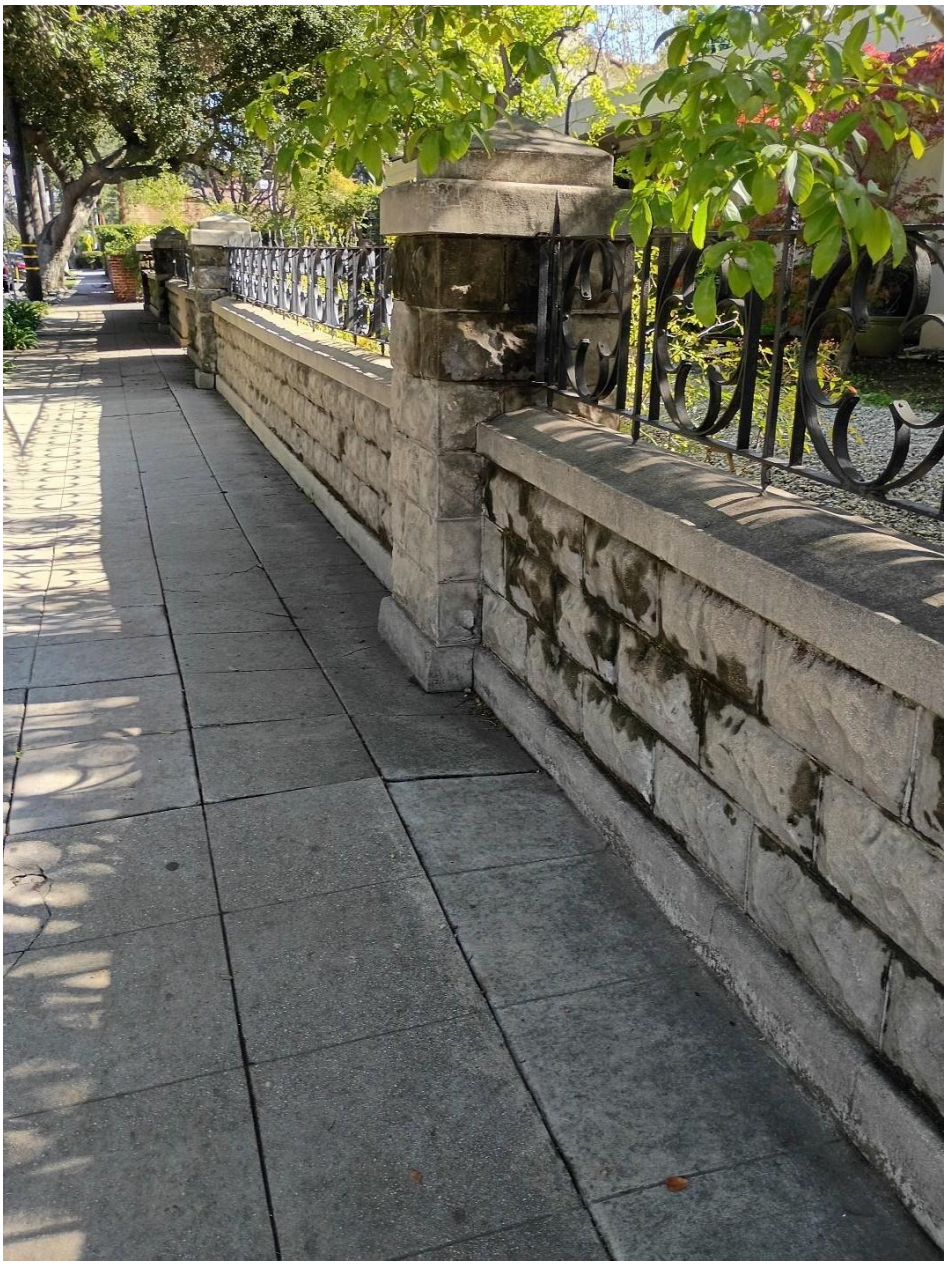


Camden Court Photo Pages (Features), South Pasadena



Camden Court Photo Pages (Features), South Pasadena

Wall along Oak Street – Left of Entry



Camden Court Photo Pages (Features), South Pasadena

Alley Driveway Posts Along Oak Street - Left of Entry



Camden Court Photo Pages (Features), South Pasadena



Camden Court Photo Pages (Features), South Pasadena



Camden Court Photo Pages (Features), South Pasadena

Landscape Median Along Camden Parkway



Camden Court Photo Pages (Features), South Pasadena

Landscaped Park – Middle of Camden Parkway



Camden Court Photo Pages (Features), South Pasadena

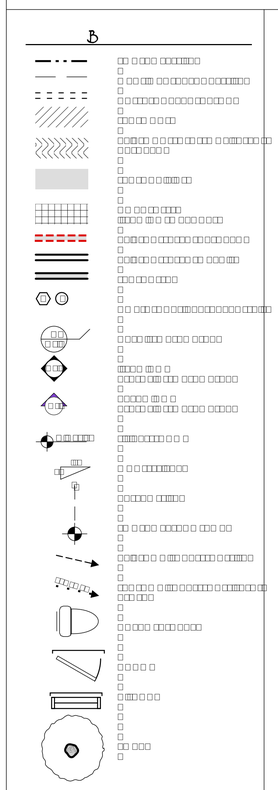
Streetlamps

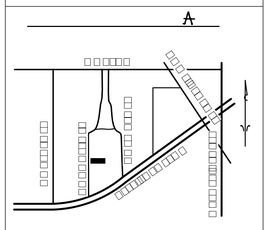


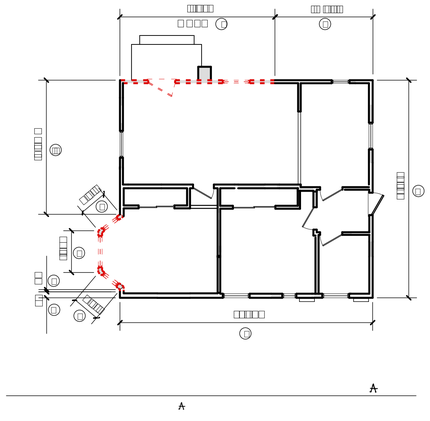
Camden Court Photo Pages (Features), South Pasadena

ATTACHMENT 2

Architectural Plans







* TREE INVENTORY *

EXISTING TREE SCHEDULE

NUMBER	BOTANIC NAME	COMMON NAME	CALIPER DIAMETER DBH	HEIGHT +/-			PROPOSED STATUS
1		OAK	6" MULTI				TO REMAIN
2	FICUS BENJAMINA	FICUS	14"	25'-0"			TO REMAIN
3	LIQUIDAMBAR STYRACIFLUA	LIQUID AMBER	22"	40'-0"			TO REMAIN
4		OAK	12"	20'-0"			TO REMAIN

PROPOSED TREE SCHEDULE

NUMBER	BOTANIC NAME	COMMON NAME	CALIPER DIAMETER DBH	HEIGHT +/-			PROPOSED STATUS
5		JACARANDA					NEW PARKWAY
6	OLEA EUROPAEA	FRUITLESS OLIVE					NEW
7	IMPROVED MEYOR LEMON	LEMON					

* PLANTING LIST *

1 PLANTING AREA
SIDEWALK & FRONT YARD

- 5 NEW PARKWAY TREE JACARANDA OR CARROTWOOD
- 6 NEW FRUITLESS OLIVE
- CAROLINA CHERRY
- LITTLE OLIE

2 PLANTING AREA
REAR OF GARAGE & LAWN

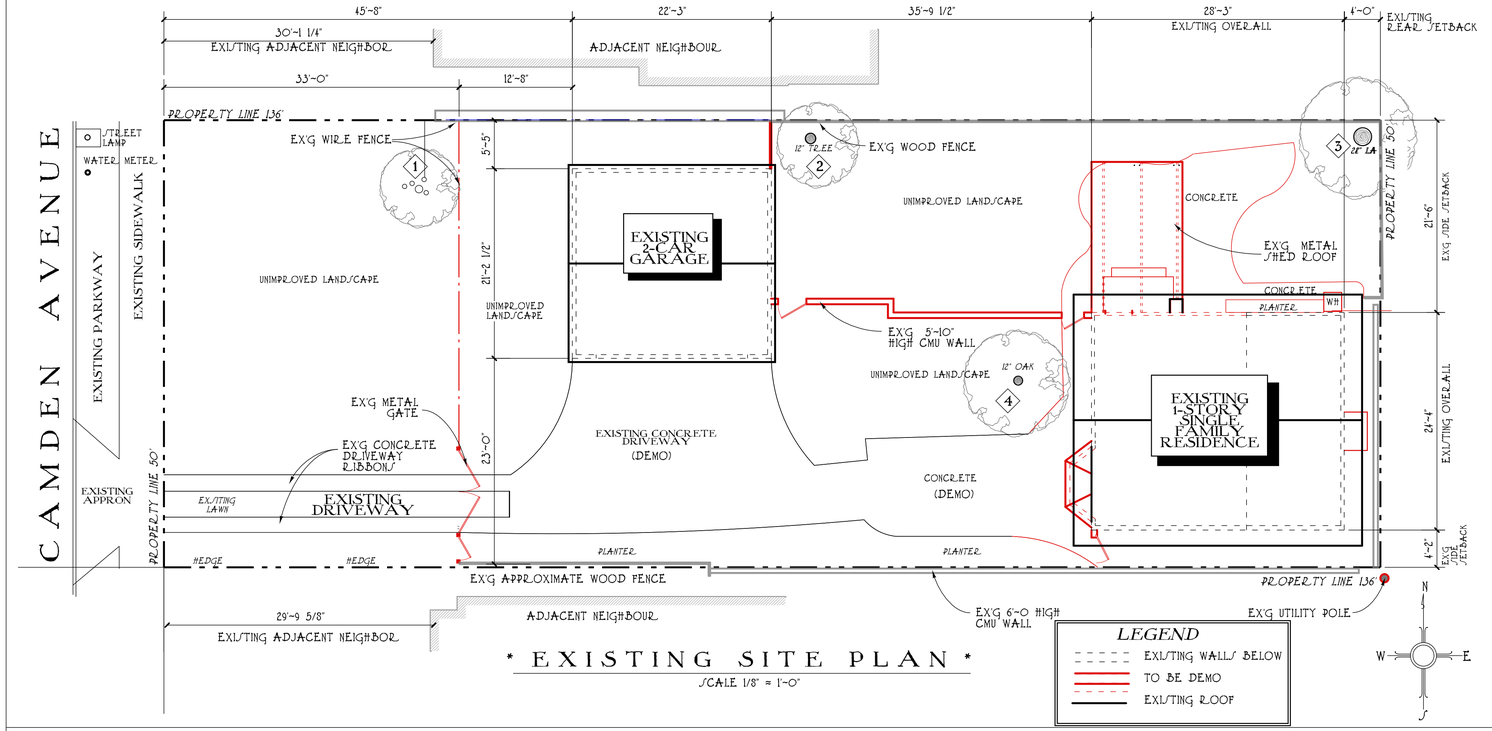
- NEW LAWN W/ BENDER BOARD OR LOW WATER NEED GROUND COVER
- SHRUBS: PITTOSPORUM LAVENDER ROSEMARY LAMBS EAR TEUCRIUM
- GROUNDCOVER: X FLATS ~ MYOPORUM PARVIFOLIUM

3 PLANTING AREA
FRONT WALK

- SHRUBS: PITTOSPORUM LAVENDER ROSEMARY LAMBS EAR TEUCRIUM
- GROUNDCOVER: X FLATS ~ MYOPORUM PARVIFOLIUM
- 7 NEW LEMON TREE

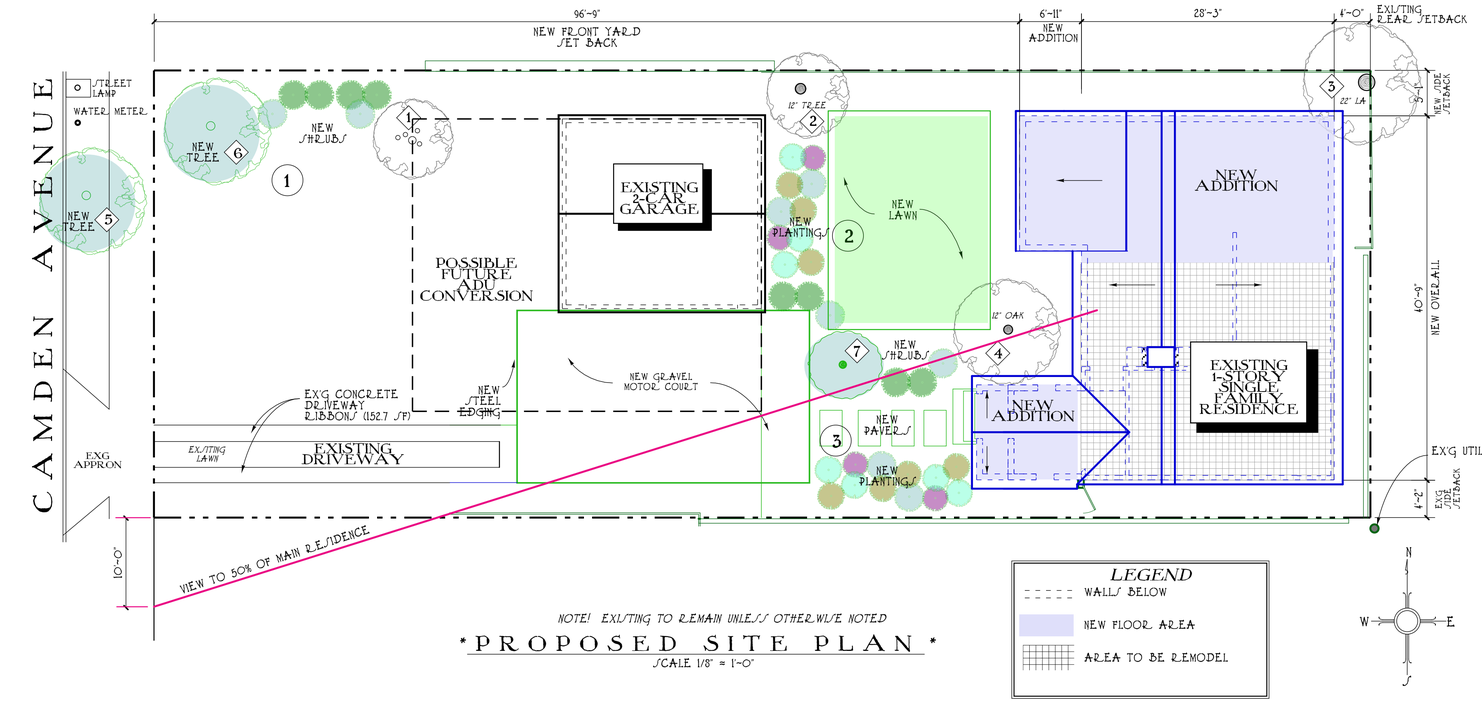
MWELO NOTES:

LANDSCAPE PLAN SHALL CONFORM TO THE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) AS STIPULATED IN SOUTH PASADENA MUNICIPAL CODE (SPMC) CHAPTER 35, ARTICLE 3.



* EXISTING SITE PLAN *

SCALE 1/8" = 1'-0"



NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

* PROPOSED SITE PLAN *

SCALE 1/8" = 1'-0"

SUSAN MASTERMAN
ARCHITECTS
INTERIORS · GARDENS

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[Project]

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[Revisions]

[Stamp]

[Date] January 8, 2026
[Scale] AS NOTED
[Drawn] IFDS
[Job] 22401
[Sheet] EXG & NEW SITE PLAN & TREE INVENTORY

A1.1



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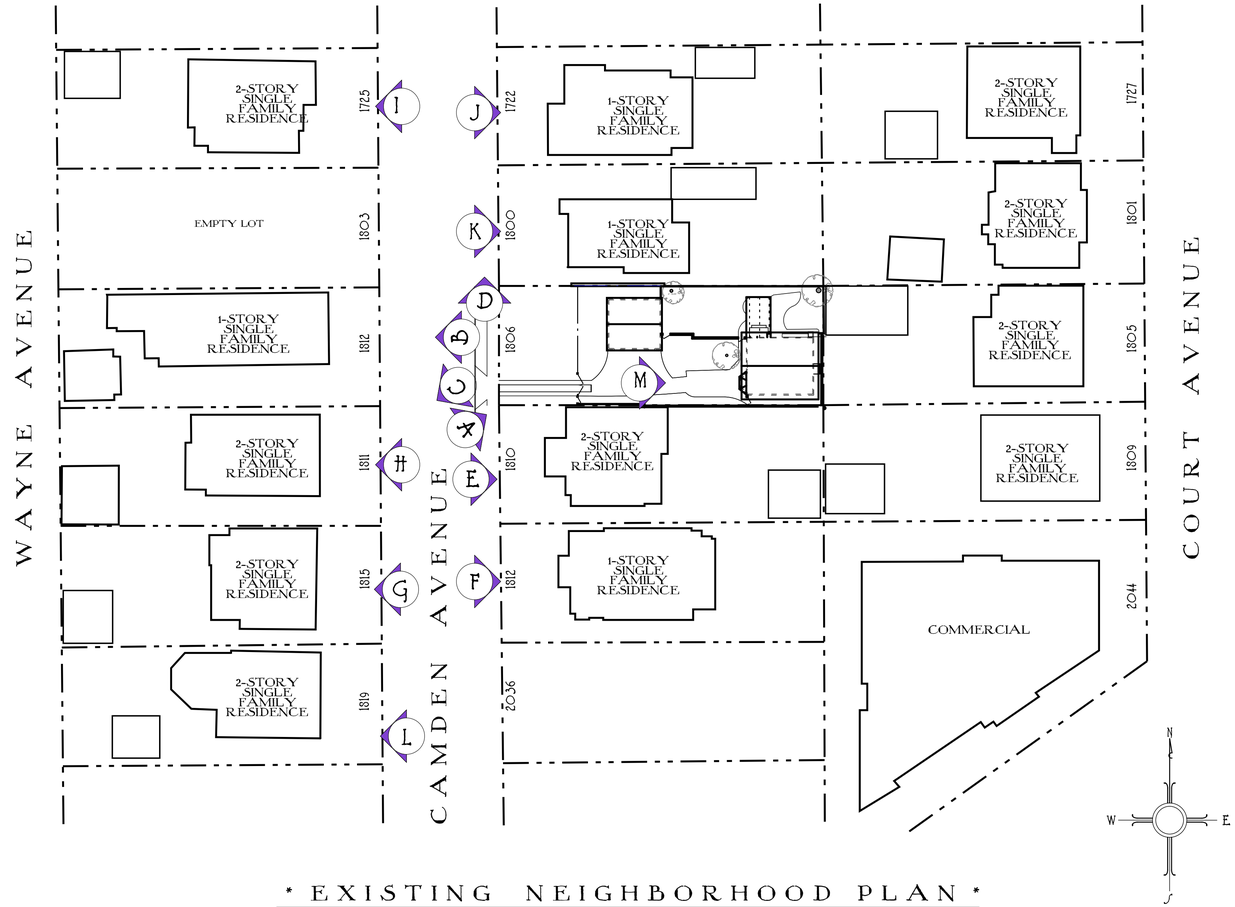
LEGEND

A — ELEVATION MARKER



* EXISTING NEIGHBORHOOD PLAN *

SCALE 1" = 30'

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[Revisions]

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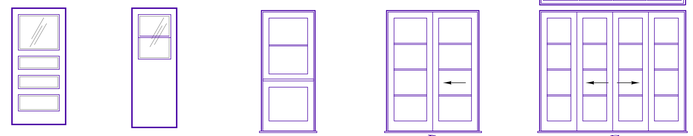
[Date] January 8, 2026
[Scale] A.S NOTED
[Drawn] MK
[Job] 22101
[Sheet] SITE PLAN AND NEIGHBORS

A1.2

1 ED EXISTING DOORS SCHEDULE

	MARK	TYPE	CON	SIZE	THK	LOCATION	GLASS	REMARKS
	1 ED		D .SS			E N ROO		E TERIOR DOOR
	2 ED		D .SS			E NDR		E TERIOR DOOR

DOORS LEGEND



1 ND DOORS SCHEDULE

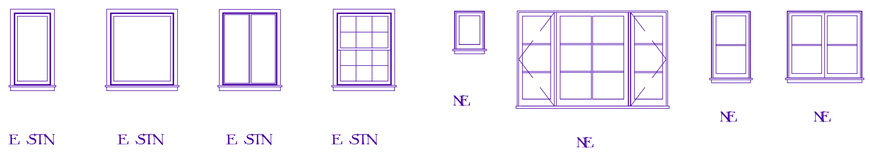
	MARK	TYPE	CON	SIZE	THK	LOCATION	GLASS	REMARKS
	1 ND		D .SS			O ER		E TERIOR DOOR
	2 ND	D	D .SS			RE .ST		E TERIOR DOOR
	3 ND	E	D .SS	TR NSO		RE .ST		E TERIOR DOOR

DOORS NOTES:
TE .SS T O ER E DOORS
STO .DE .S NTED COD DOORS T RO E TO T E .STIN DOORS
TOR .S ER TTE

A EXISTING WINDOW SCHEDULE

MARK	TYPE	OPER	SIZE	MATERIAL	LOCATION	GLASS	FINISH	LITES	MUNTIN	REMARKS
A EW		.S		D .SS	E .STIN EDROO	.SN E ED	NT			
B EW		T		D .SS	E .STIN EDROO	.SN E ED	NT			
C EW		.S		D .SS	E .STIN EDROO	.SN E ED	NT			
D EW		.S DE		T .SS	E .STIN N ROO	.SN E ED	T			
E EW		.S DE		T .SS	E .STIN N ROO	.SN E ED	T			
F EW		.S DE		T .SS	T EN	.SN E ED	T			
G EW		.S DE		T .SS	T EN	.SN E ED	T			
H EW		.S DE		T .SS	E .STIN T ROO	.SN E ED	T			
I EW		.S		D .SS	E .STIN EDROO	.SN E ED	NT			
J EW		DO N E		N	E .STIN EDROO	DO E ED	NT	TE		

WINDOWS LEGEND



A WINDOW SCHEDULE NE NDO .S CON .SEE E NS OR E NDO .S .S ES

MARK	TYPE	OPER	SIZE	MATERIAL	LOCATION	GLASS	FINISH	LITES	MUNTIN	REMARKS
A NW		.S		D .SS	O ER	D TE ED	NT			TOR .S
B NW		S T	SIDE TES	D .SS	RE .TROO	D TE ED	NT	TE TE		TOR .S
C EW		.S		D .SS	RE .TROO	D TE ED	NT	TE		TOR .S
D EW		.S		D .SS	RE .TROO	D TE ED	NT	TE		TOR .S
E EW		.S		D .SS	NDR	D TE ED	NT	TE		TOR .S
F EW		.S		D .SS	.STD	D TE ED	NT	TE		TOR .S
G EW		.S		D .SS	EDROO	D TE ED	NT	TE		E RESS TOR .S
H EW		.S		D .SS	.S RED T	D TE ED	NT	TE		TOR .S
I EW		.S		D .SS	.S RED T	D TE ED	NT			TOR .S
J EW		.S		D .SS	EDROO	D TE ED	NT	TE		E RESS TOR .S
K EW		.S		D .SS	O DER	D TE ED	NT			TOR .S

SUSAN MASTERMAN
ARCHITECTS
INTERIORS GARDENS
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RESIDENCE

DONNELLY

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SUSAN MASTERMAN
ARCHITECTS
INTERIORS GARDENS

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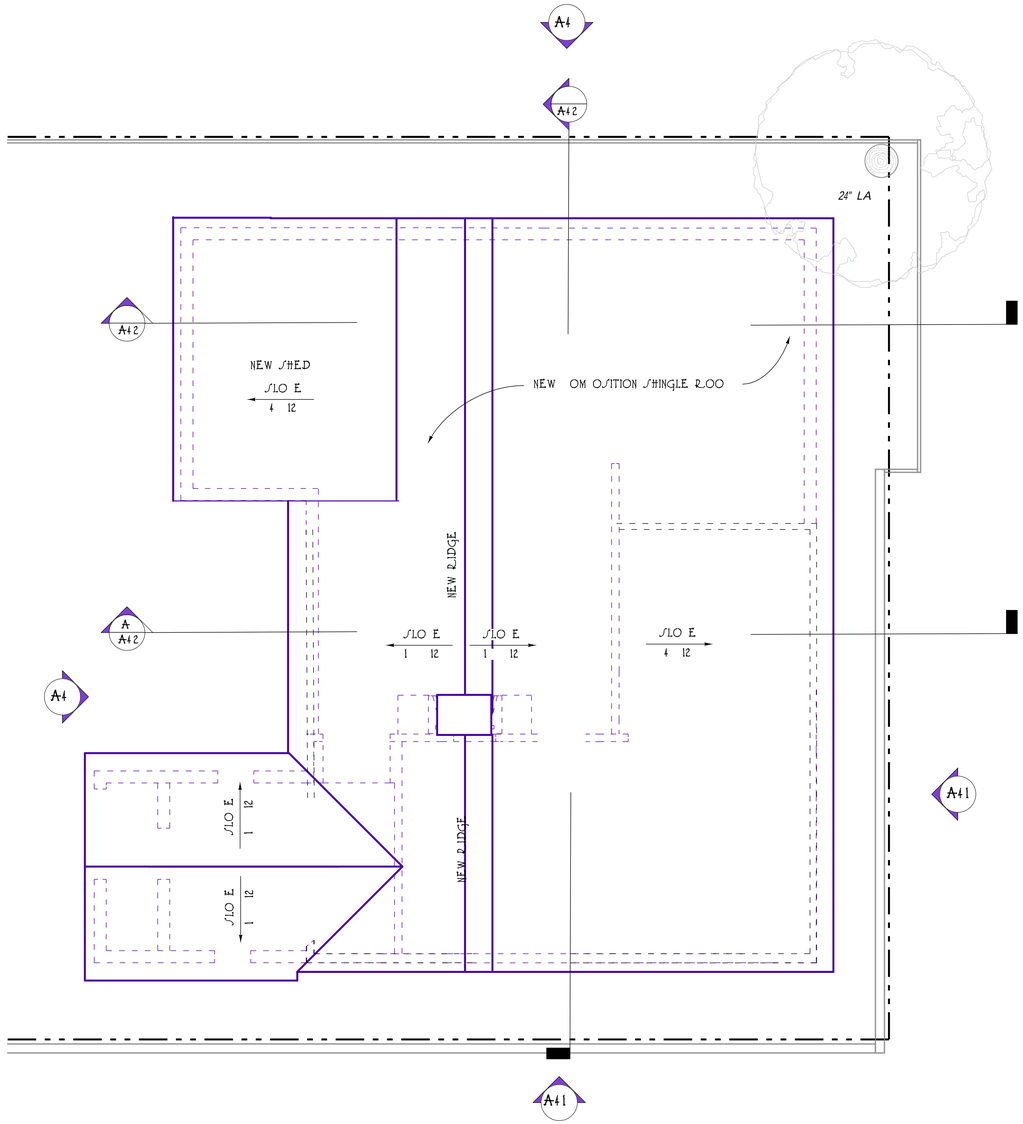

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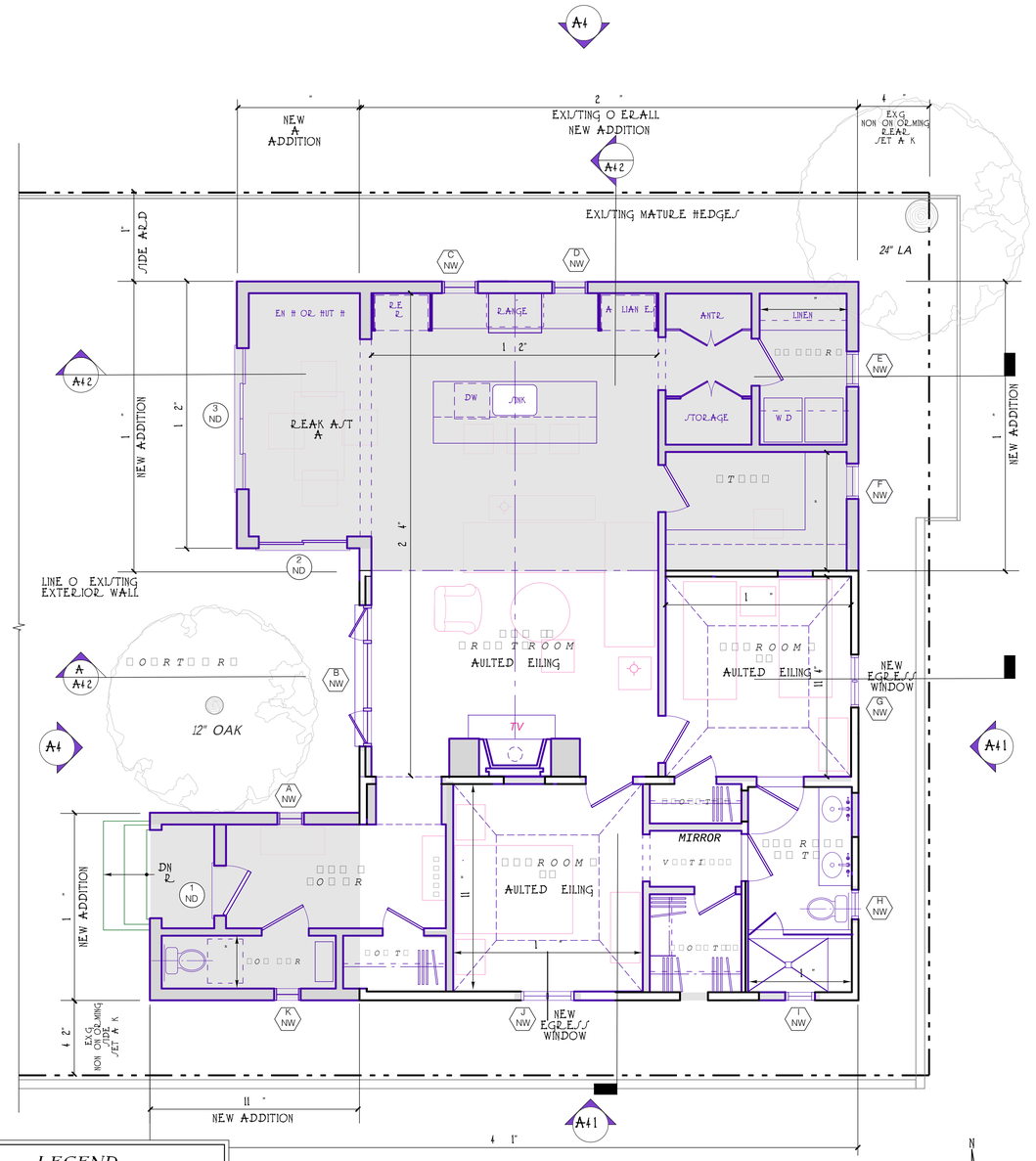

NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

LEGEND

- EXISTING TO REMAIN
- NEW WALLS OR BATT WALLS
- MFG DASHED ABOVE
- (3 ND) SEE DRGS WNDWS SCHEDULE
- NEW FLOOR AREA
- 24X MIN CLEAR IN FRONT OF WINDOW

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ARCHITECTS
INTERIORS GARDENS

1030 MAIN ST
SAN LUIS OBISPO CA 1030
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A1

FLOOR PLAN

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AS NOTED
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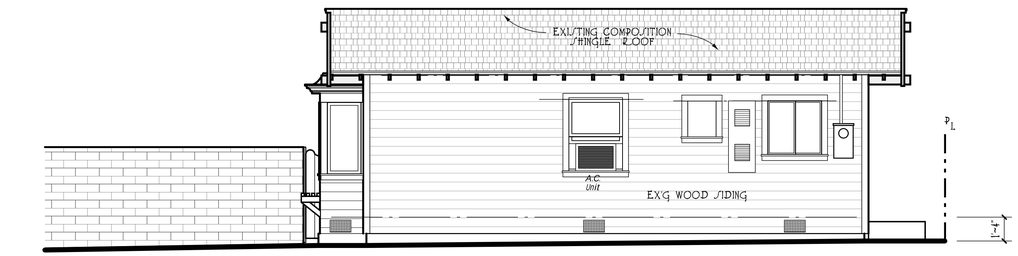
NEW FLOOR PLAN



DESCRIPTION

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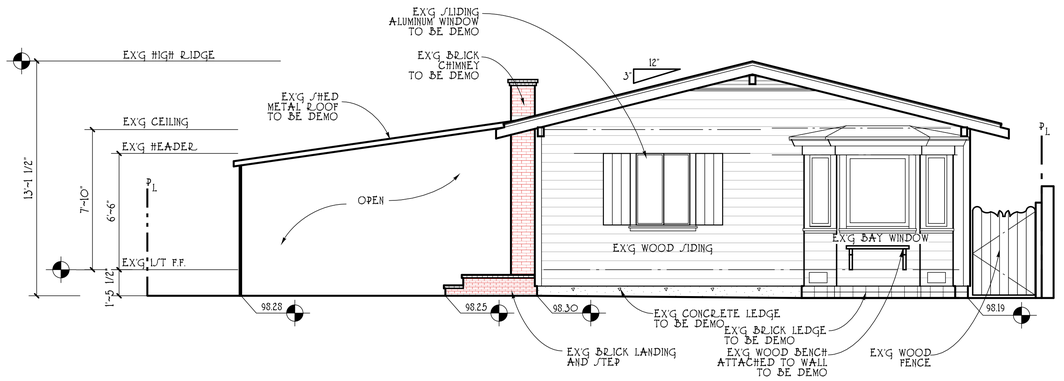
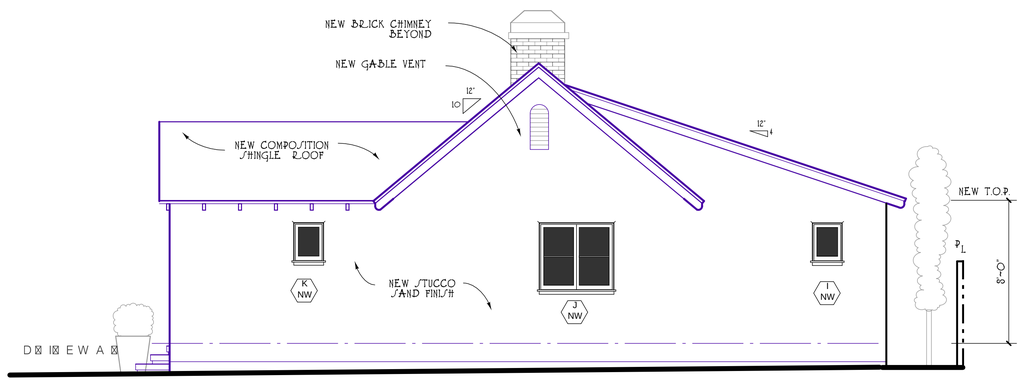


EXISTING WEST ELEVATION

SCALE 1/4"=1'-0"

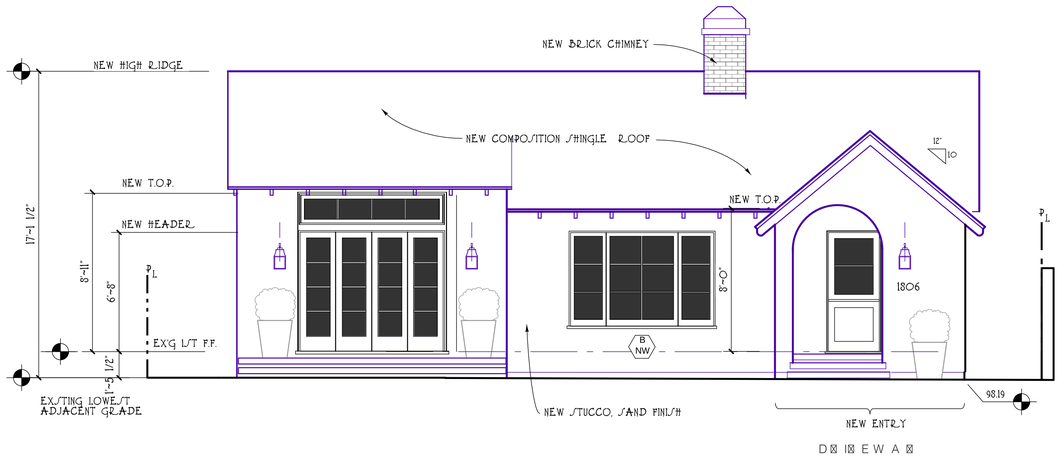


DESCRIPTION

NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

DESCRIPTION

SCALE 1/4"=1'-0"



DESCRIPTION

NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

DESCRIPTION

SCALE 1/4"=1'-0"

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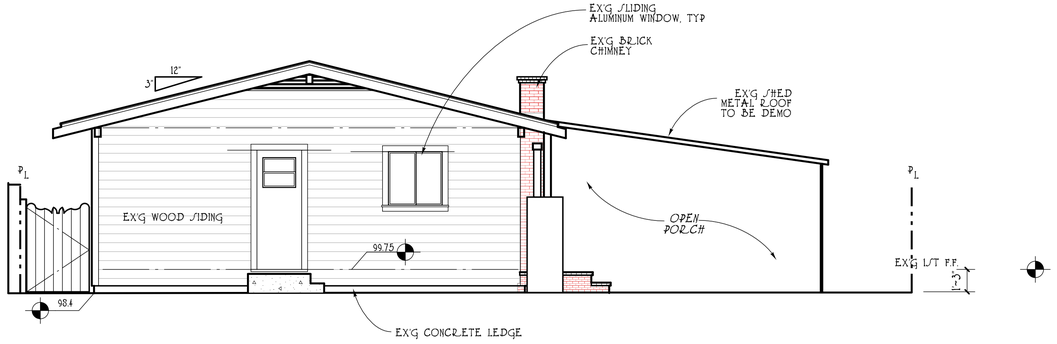
ARCHITECTS
INTERIORS GARDENS

DESCRIPTION

1806 Camden Avenue
South Pasadena, CA 91030

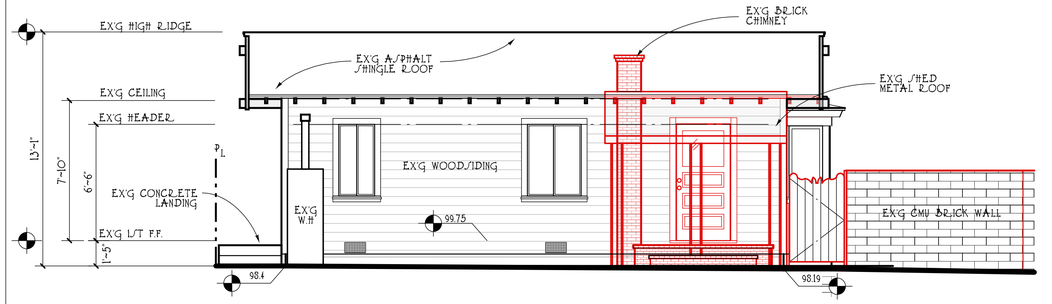
DESCRIPTION

January 8, 2026
AS NOTED
1 FDS
22401
EXG & NEW MAIN HOUSE EAST AND WEST ELEVATIONS
A



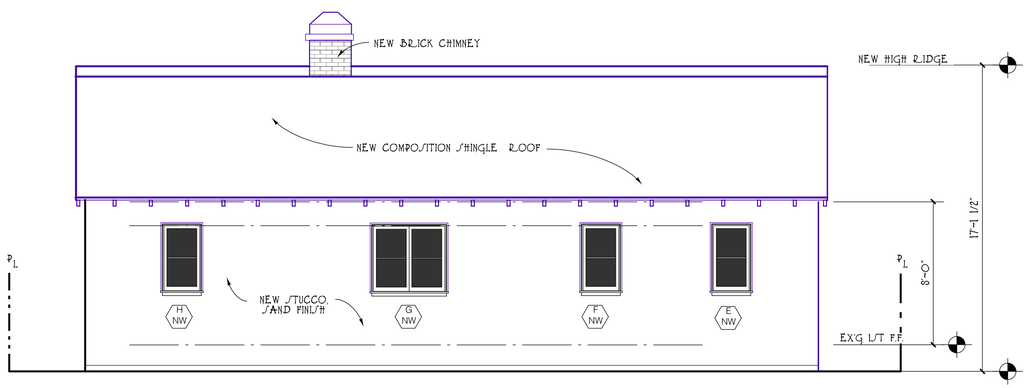
* EXISTING EAST ELEVATION *

SCALE 1/4"=1'-0"



* EXISTING NORTH ELEVATION *

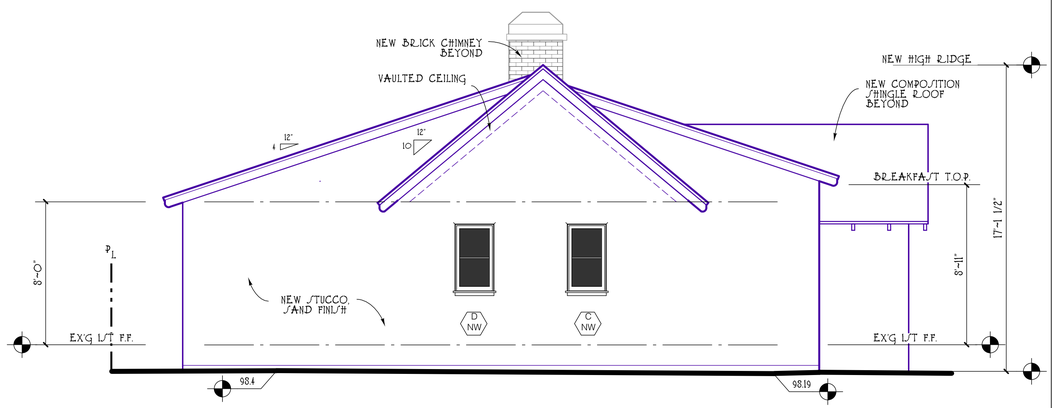
SCALE 1/4"=1'-0"



NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

* PROPOSED EAST REAR ELEVATION *

SCALE 1/4"=1'-0"



NOTE! EXISTING TO REMAIN UNLESS OTHERWISE NOTED

* PROPOSED NORTH ELEVATION *

SCALE 1/4"=1'-0"

LEGEND

DEMO LINE

8 ED — A EW — NEW & EXISTING DOOR & WINDOWS SEE SCHEDULES SHEET A12

AREA OF NEW ADDITION

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ARCHITECTS
INTERIORS · GARDENS

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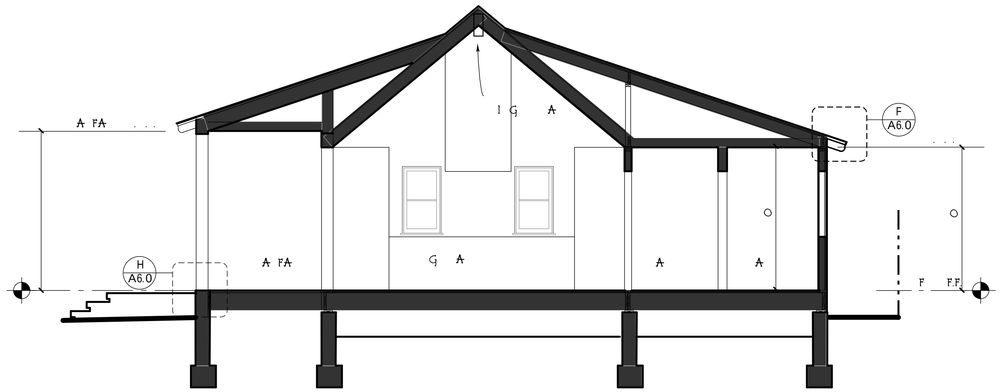
[Revisions]

[Stamp]

[Date] January 8, 2026
[Scale] A.S NOTED
[Drawn] IFDS
[Job] 22401
[Sheet] EXG & NEW MAIN HOUSE SOUTH & NORTH ELEVATIONS

A4.1



1 1G A1 # 1

* NEW SECTION C *

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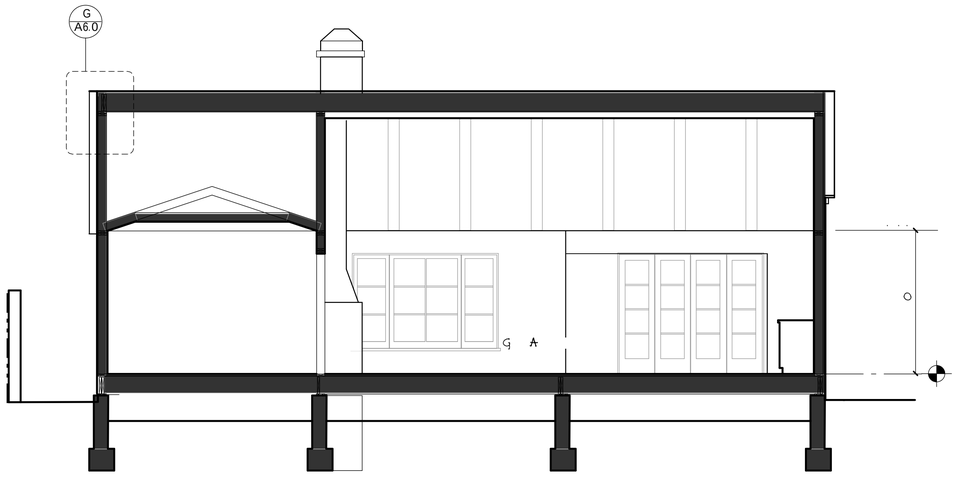

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* NEW SECTION B *

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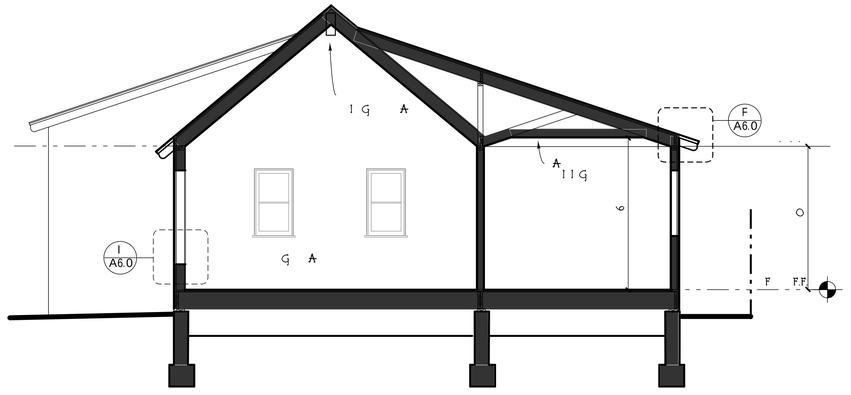

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* NEW SECTION A *

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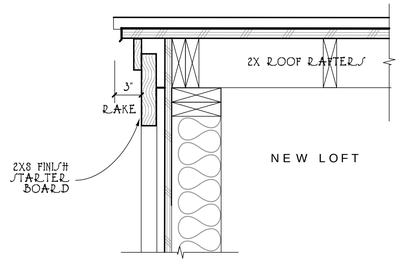

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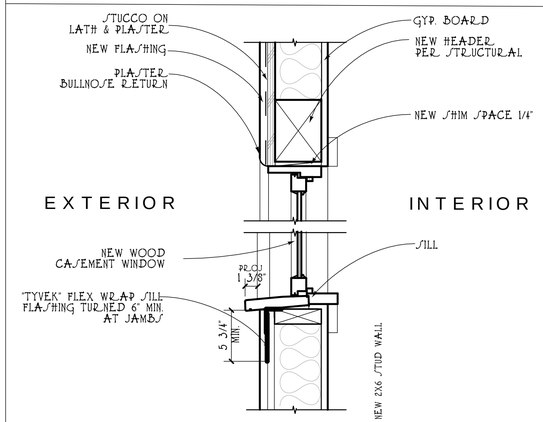
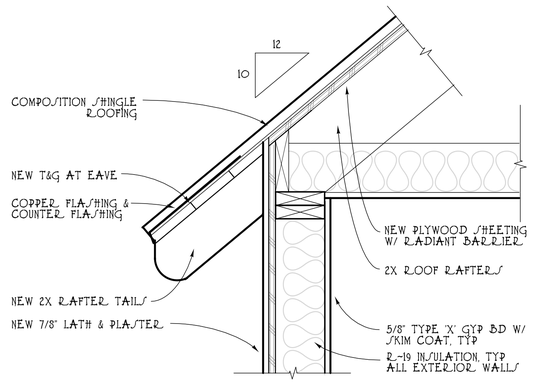


TYP NEW WINDOWS DETAIL

SCALE: 1 1/2"=1'-0"

I



TYP EAVE DETAIL

SCALE: 1 1/2"=1'-0"

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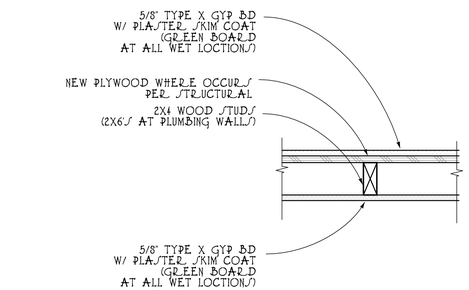
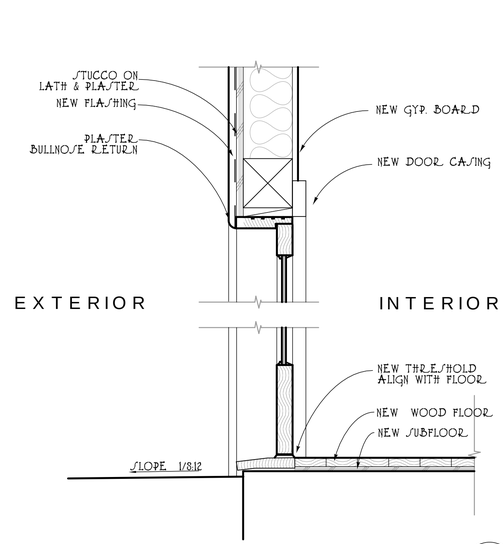
C



TYP NEW INTERIOR WALL

SCALE: 1 1/2"=1'-0"

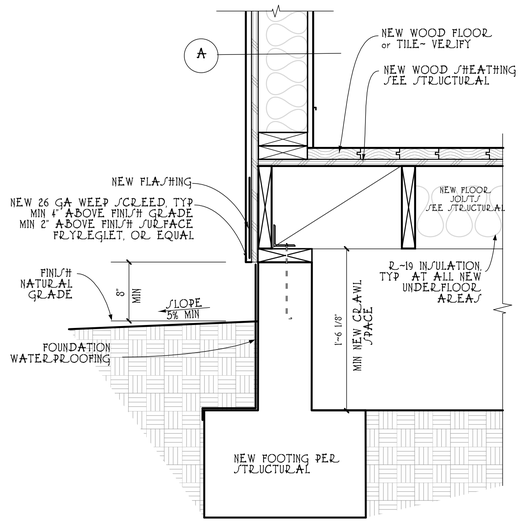
B



TYP FOOTING

SCALE: 1 1/2"=1'-0"

H



TYP FOOTING

SCALE: 1 1/2"=1'-0"

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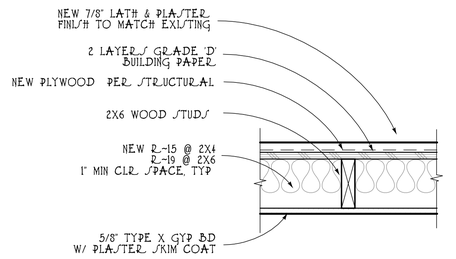

TYP EXTERIOR WALL

SCALE: 1 1/2"=1'-0"

A

[redacted]

DONNELLY RESIDENCE

1806 Camden Avenue
South Pasadena, CA 91030

[redacted]

January 8, 2026
A.S NOTED
MK
22401

EXTERIOR
DETAILS

A 6.0

ATTACHMENT 3

Neighborhood Images



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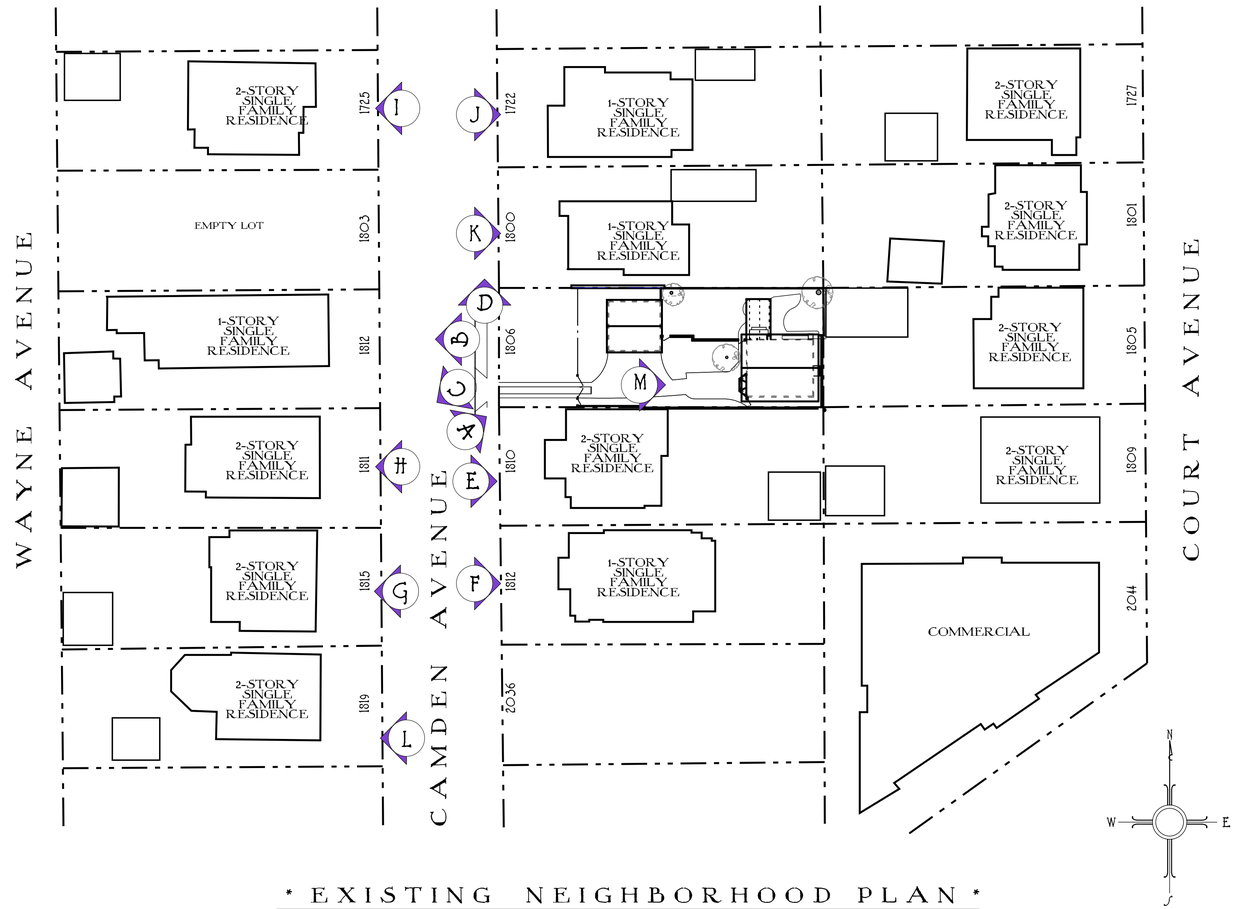
LEGEND

A — ELEVATION MARKER



* EXISTING NEIGHBORHOOD PLAN *

SCALE 1" = 30'

SUSAN MASTERMAN
ARCHITECTS
INTERIORS · GARDENS

1030 Mission Street
South Pasadena, CA 91030
626.441.4805
susanmasterman.com

[Copyright]

All drawings, specifications, plans, ideas, arrangements and designs represented or referred to are the property of and owned by Susan Masterman Architects whether the project for which they are made is executed or not. They were created, evolved, developed and produced for the use on and in connection with the specified project and none of the above may be disclosed or given to or used by any person, firm, or corporation for any use or purpose whatsoever including any other project, except upon written permission and direction from Susan Masterman Architects.
All copies of the drawings are to be returned to the architect.

[Project]

DONNELLY RESIDENCE

1806 Camden Avenue
South Pasadena, CA 91030

[Revisions]

[Stamp]

[Date] January 8, 2026
[Scale] A.S NOTED
[Drawn] MK
[Job] 22101
[Sheet] SITE PLAN AND NEIGHBORS

A1.2

ATTACHMENT 4

Camden Court District DPR Form

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 5S1

Other Listings
Review Code _____ Reviewer _____ Date _____

Page 1 of 0 **Resource Name or #:** (Assigned by recorder) *Camden/Court District*

P1. Other Identifier: *Camden/Court District*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad **Date** **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**

c. Address: *Camden/Court Avenue* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

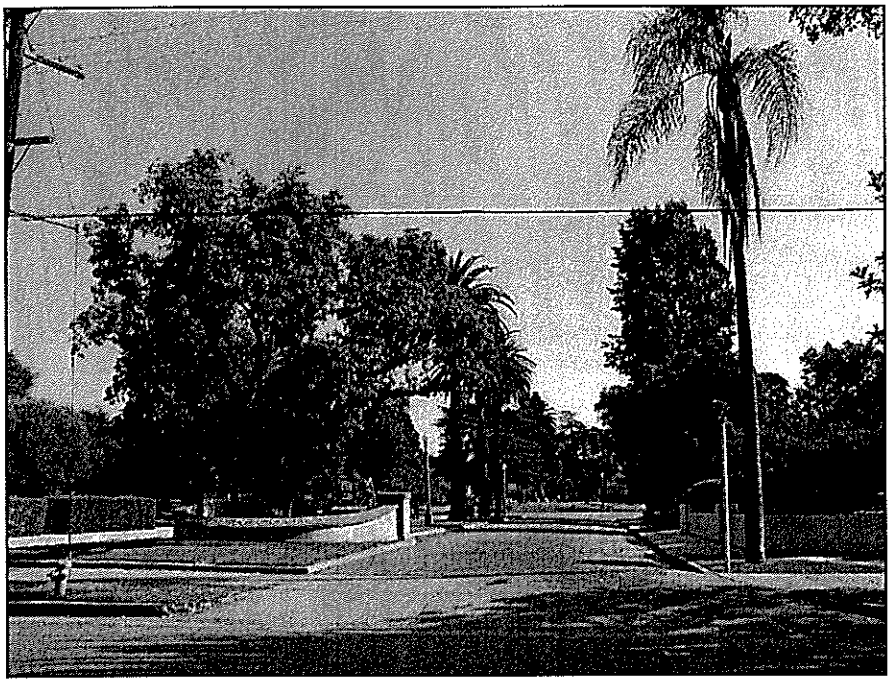
Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This charming neighborhood is located south of Oak Street and north of Huntington Drive, off Camden Parkway. It is comprised of approximately 33 contributing properties most of which are focused around a small, landscaped park area. The northern portion of this court was developed on the Camden Court Tract with lots averaging 75 feet by 220 feet. The southern portion of this neighborhood was developed on Tract No 1091 and Tract No. 1017 with most lots measuring 50 feet by 135 feet. The Camden/Court district is characterized by one- and two-story, single-family residential structures designed in the Craftsman style. There are also examples of the Spanish Colonial Revival, Colonial Revival, and Tudor Revival styles in the area. The central park is landscaped with a variety of full and mature shrubs and trees, including Canary Island Palms. A small island with the words "CAMDEN COURT" spelled out on a sign wrapped around a tree is located at the north end of the parkway at Oak Street.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: ☐Building ☐Structure ☐Object ☐Site ☑District ☐Element of District ☐Other (Isolates, etc.)



P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐Prehistoric ☑Historic ☐Both
1909-1936

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments:
☐ NONE ☑ Continuation Sheet ☑ District Record ☐ Rock Art Record
☑ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record
☐ Other: (List)

ATTACHMENT 5

Building Permits

1806 CAMDEN

Lot 39, Tract 1091

Duplicate

10-23-59

1806 CAMDEN

E. E. OUTCALT:

MRS. BUNKER REQUESTED I CONTACT YOU, IN REGARDS TO AN INSPECTION APPOINTMENT FOR A FINAL INSPECTION OF THE WORK DONE IN 1957. PERMIT # 38112. PLEASE CALL OUR OFFICE BETWEEN 8:00 AM + 5:00 PM. 799101 EXT. 24. THANK U.

727

City of South Pasadena

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 CAMDEN — Date: 9-12-57

Owner: BUNKER

Contractor: KEN LEA ELEC.

Permit Number: 38064 — Value: — Fee: $3.20

Job: 1 GARBAGE DISP., 3 FIXTURES. CHANGE OF SER.
6 APPL. OUTLETS, 3 FIXT. OUTLETS, 2 S.W. OUTLETS.

Rough Inspection — Final Inspection 11-2-57

Inspector — Inspector

FORM 753 2M 1-56 MOCK

A-211

728

9/13/57 NOT OK, SEE MEMO. RB.

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden — Date: 9-18-57

Owner: Bunkers

Contractor: Leroy F. Tarbet.

Permit Number: 38101 — Value: — Fee: 5.20

Job: washing machine
1 bath tub, 1 garb. disp., 1 water heater, 1 sink

Rough Inspection — Final Inspection 11-2-57

OK

Inspector — Inspector

FORM 753 2M 1-56 MOCK

4-213

730

CITY OF SOUTH PASADENA — JOB CARD — BUILDING DEPARTMENT

LOCATION 1806 CAMDEN AVE

BUILDING ADD BEDROOM — PERMIT NO. 16134

GENERAL CONTRACTOR DAY LABOR — PHONE

ELECTRICAL " So Pas Elec. — "

PLUMBING " — "

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)	DATE CLEARED	INSPECTOR
TRENCHES	4/30	✓ A.M. P.M.	4/30/47	4/30/47	C.E.T.
FRAME	6/4/47	A.M. P.M.	6/4/47	6/4/47	C.E.T.
VENTS & FURN.		A.M. P.M.			
WIRING X	6/3	6-4- A.M. P.M.	6/4/47	6/4/47	C.E.T.
PLUMBING	NONE	A.M. P.M.			
LATH		A.M. P.M.			
FINAL PLUMB.		A.M. P.M.			
FINAL ELECT. X	6/6/47	A.M. P.M.	6/6/47	6/6/47	C.E.T.
FINAL BUILD.	6/6	4-2 A.M. P.M.	6/6/47	6/6/47	C.E.T. 731

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 CAMDEN AVE

LOT 39 BLOCK TRACT 1091

OWNER MRS. WM. B. BREZINS

DESCRIPTION ADD BEDROOM

$500.-

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
4-23-47	16134	BUILDING	DAY LABOR	2 00
5-15-47	16249	ELEC. WIRING	So. PAS. ELECT CO	1 30
"	"	ELEC. FIXTURES	" "	—
		PLUMBING		
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
		FURNACE		

4-216

733

FORM 502 500 6-44

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Ave. DATE: 11/17/65

OWNER: R. Bowers

CONTRACTOR: Morrow & Holman

PERMIT NUMBER: 59375 VALUE: FEE: $4.50

JOB: 1 water htr.

ROUGH INSPECTION L.C. 11-19-65 HEL
L.C 12-7-65 HEL

FINAL INSPECTION 12-8-65

INSPECTOR: HE Lovell

4-217

734

FORM 753 1M 2-65 MOCK

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1806 Camden

LOT 39 BLOCK TRACT 1091

OWNER ~~Condie~~ Bumpers

DESCRIPTION Remodel interior of Kitch. & Bath Rm. (new kit. cabinets, sink + garb. disp. (no change in bldg. &/or room size) $

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
		PLAN CHECKING		
9-19-57	38112	BUILDING	Collette + Edgley	16 00
		TEMP POWER		
9-12-57	38044	ELEC. WIRING	KEN LEA ELECT.	3 20
		EXCAVATION		
9-18-57	38101	PLUMBING	LEROY F. TORBET.	5 20
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
10-8-57	38218	FURNACE	George E. Ward.	7 35 0

4-218

FORM 502 2M 1-54 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 1806 Camden Date: 10-7-57

Owner: Bunker

Contractor: George E. Ward.

Permit Number: 38218 Value: 150.00 Fee: 2.00

Job: 1 floor furnace.

Rough Inspection Final Inspection 11-2-57

O.K

Inspector Inspector

FORM 753 2M 1-56 MOCK

4-219

736

CITY OF SOUTH PASADENA — BUILDING DEPARTMENT

JOB CARD

Conder Bunker

LOCATION 1806 Camden

BUILDING Remod 1st & Cat Rm. (No Change in bldg & or room) SUBS IN

GENERAL CONTRACTOR Colletta & Edgley PERMIT NO. 38112 9-19-57

ELECTRICAL " KEW LEA ELECT. " 38064 9/12/57

PLUMBING " Leroy F Torbet. " 38101 9/18/57

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)	DATE CLEARED	INSPECTOR
TRENCHES		A.M. P.M.			
SEWER CONNECTION		A.M. P.M.			
FRAME (INCLUDING VENTS & FURN.)		A.M. P.M.			
ROUGH ELECT.		A.M. P.M.	EDISON C/IN 2/19/58	11/1/57	R.B.
ROUGH PLUMBING		A.M. P.M.			
LATH INSIDE OUTSIDE		A.M. P.M.	STOWELL NOTIFIED 11-2-59 ylc		
final plumb.		A.M. P.M.			
final elect.		A.M. P.M.			
FINAL BUILD.		A.M. P.M.		11-2-59	737

4220

ITEM	DATE	REMARKS

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1806 Camden Avenue DATE: 12/4/62

OWNER: Richard Bowers

CONTRACTOR: Coast Roofing

PERMIT NUMBER: 50779 VALUE: 152.00 FEE: 3.00

JOB: reroof res. layer 15# felt nailed on and imbed 105# mineral surfaced roll roofing mop w/hot asphalt

ROUGH INSPECTION Job completed - no call - 12-17-62 c.l.
Wooden Gravel Guard Removed from South Portion of Roof to permit better Run off -

FINAL INSPECTION 12-24-62

INSPECTOR: Lombard

4-222

739

FORM 753 2M 10-62 MOCK

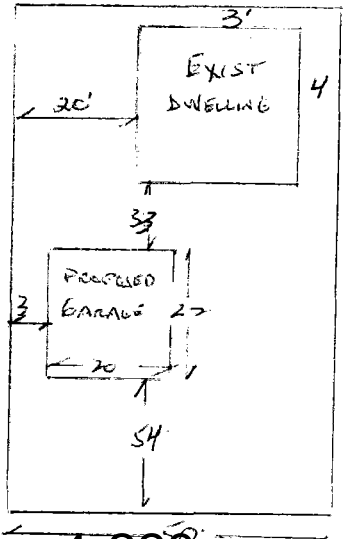
INSPECTION RECORD

	DATE	APPROVED
TEMP POWER		
FORMS, FOOTING & SETBACKS	3-13-72	D Greco
REINFORCING & CELLS		
SUBFRAME		
ROOFING		
FIREPLACE		
FRAME	3/22/72	D Greco
VENEER		
EXT. LATH.	3-31-72	D Greco
INT. LATH.		
PARKING REQ'S		
ZONING REQ'S		
FIRE DEPT.		
PARTIAL OR MISC. INSPECTIONS		
FINAL BUILDING	4-28-72	D Greco

SETBACKS:

FRONT	SIDE	SIDE	FRONT

PLOT PLAN



4-223

740

NUMBER & STREET 1806 CAMDEN

APPLICATION FOR A
BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR WINDSONG ENTERPRISES	ST. LIC. NO. B1-266351
MAIL ADDRESS 22430 NORWALK BLD HAWAIIAN GARDENS	PHONE 421-8040
ARCHITECT ENGINEER	ST. LIC. NO.
MAIL ADDRESS	PHONE
OWNER RICHARD H. BOWERS	PHONE
MAIL ADDRESS 1806 CAMDEN AVE S. PASADENA	

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH
✓				

FLOOR AREA (SQ. FT.) 440	NO. OF STORIES ONE	NO. OF DWELLING UNITS ONE	
PRESENT BLDG. USE —	PROPOSED BLDG. USE GARAGE		

DESCRIBE WORK TO BE DONE 22'X20' STUCCO DETACHED GARAGE

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL STUCCO	ROOFING MATERIAL COMPO ASPHALT	
LOT WIDTH 50	LOT DEPTH 136	LOT AREA

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ 3080.00

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE, ONLY

LOT 39	BLOCK	TRACT 1091	
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.
REQUIRED SET BACKS	FRONT	SIDE	SIDE / REAR
ENG. DEPT. APPROVAL		ZONING APPROVAL	
PERMIT FEE 26.00	Issue Fee		
APPROVED W/OUT PLANS	PERMANENT PLAN	CHECKER'S APPROVAL	

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

SMI TAX .28¢

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

A. Kagan Agent
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4-22-74
PERMANENT

741

NUMBER & STREET 1806 CAMDEN

MISCELLANEOUS FEE RECEIPT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

RECEIVED FROM WINOSONG ENT.

MAIL ADDRESS 22430 NORWALK BL. HAWAIIAN GARDEN, ORANGE CO.

FOR:

☒ * PLAN CHECK FEE FOR VALUE OF $ 3080 —

☐ FILING FEE FOR PLANNING COMMISSION OR ZONING.

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

REMARKS _____

AMOUNT DUE $ 130 —

WHEN PROPERLY VALIDATED, BELOW, THIS IS A RECEIPT FOR THE AMOUNT SHOWN ON THE VALIDATION STAMP.

2[illegible] E 1[illegible] BLDG

*WARNING: PLAN CHECK FEES, WHERE NO ACTION IS TAKEN BY THE APPLICANT IN NINETY (90) DAYS AND NO BUILDING PERMIT IS ISSUED, ARE FORFEITED TO THE CITY.

4-225
PERMANENT

742

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR TORR ELECTRIC	STATE LIC. NO. 176644
MAIL ADDRESS 1327 HUNTINGTON Dr	PHONE ST 95940
OWNER R. H. BOWERS	CITY LIC. NO.
MAIL ADDRESS SAME	OWNER PHONE

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES 2	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		

WASHING MACHINES	@1.00 ea.	$
220 VOLT OUTLETS	@ .25¢ ea.	$
SIGN FIXTURES	@2.00 ea.	$
AIR HEATERS OVER 1650 W	@2.50 ea.	$
TEMPORARY POWER POLE	2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS	2.00	$
" " 200 AMPS	2.50	$
" " 400 AMPS	3.00	$
" OVER 400 AMPS	3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →	$

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2.50
TOTAL		$ 3.00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

2777523 K --3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Torr Jr

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4226

PERMANENT

743

left card 6-26-67 Thone

FINAL ELECTRICAL INSPECTION	6-28-67	

JOB ADDRESS

NUMBER & STREET 1806 Camden Ave

APPLICATION FOR AN ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR	TERR ELECTRIC	STATE LIC. NO.	171664
MAIL ADDRESS	1327 HUNTINGTON DR	PHONE	577-5540
OWNER	R. H. BOWERS	CITY LIC. NO.	
MAIL ADDRESS	SAME	OWNER PHONE	

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL
	X	X	

FEE COMPUTATION

FIXTURES	RECEPTACLES	SWITCHES	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 50
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$

Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →	$

INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
ELECTRICAL PERMIT	2.50	$ 2.50
TOTAL		$ 3.00

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

PERMIT -3.00 EL

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Terracelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4228

745

JOB PROGRESS FILE

JOB ADDRESS

$60.00

NUMBER & STREET 1806 CAMDEN AVE

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR: TORR ELECTRIC	STATE LIC. NO.: 171664
MAIL ADDRESS: 1327 HUNTINGTON DR.	PHONE: 355-5940
OWNER: D. BOWERS	CITY LIC. NO.:
MAIL ADDRESS: SAME	OWNER PHONE:

DESCRIPTION OF WORK

NEW BUILDING | X EXISTING BUILDING | NO SERV. CHANGE | RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES 2	RECEPTACLES	SWITCHES 1	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 75
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS			2.00	$
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$
Motors under 2 hp @ 1.50 ea.	$	Motors 50-100 hp @ 5.00 ea.		$
Motors 2-8 hp @ 2.00 ea.	$	Motors 100-500 hp @ 10.00 ea.		$
Motors 8-15 hp @ 2.50 ea.	$	Motors 500-1000 hp @ 15.00 ea.		$
Motors 15-50 hp @ 3.00 ea.	$	Motors over 1000 hp @ 20.00 ea.		$
		COLUMN TOTAL →		$
INVESTIGATION FEE				$
OTHER				$
BLANKET PERMIT			3.00	$
ELECTRICAL PERMIT			2.50	$ 250
TOTAL			$	325

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Torrecelli

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

747

4230

PERMANENT

7-3-72 Bruce

FINAL ELECTRICAL INSPECTION	7-3-72	Bruce

JOB ADDRESS

NUMBER & STREET 1806 CAMDEN [redacted] 380

APPLICATION FOR AN
ELECTRICAL PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR TERR ELECTRIC	STATE LIC. NO. 171664
MAIL ADDRESS 1327 HUNTINGTON DR	PHONE 51 95940
OWNER D. BOWERS	CITY LIC. NO.
MAIL ADDRESS SAME	OWNER PHONE

DESCRIPTION OF WORK

GARAGE X NEW BUILDING | X EXISTING BUILDING | NO SERV. CHANGE | X RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES 2	RECEPTACLES 3	SWITCHES 2	First 10@ 25¢ ea. Ea. Additional @ 15¢ ea.	$ 1.75
RANGES	OVENS	GARB. DISP.	@1.50 ea.	$
WATER HTR.	FAN OUTLET	DISH WSHR.		
Wall Heaters Up to 1650 W		Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@1.00 ea.	$
220 VOLT OUTLETS			@ .25¢ ea.	$
SIGN FIXTURES			@2.00 ea.	$
AIR HEATERS OVER 1650 W			@2.50 ea.	$
TEMPORARY POWER POLE			2.00 (NO ADD'L FEE)	$
NEW SERVICE UP TO 100 AMPS		100 Amp	2.00	$ 200
" " 200 AMPS			2.50	$
" " 400 AMPS			3.00	$
" OVER 400 AMPS			3.50	$
Motors under 2 hp @ 1.50 ea.	$		Motors 50-100 hp @ 5.00 ea.	$
Motors 2-8 hp @ 2.00 ea.	$		Motors 100-500 hp @ 10.00 ea.	$
Motors 8-15 hp @ 2.50 ea.	$		Motors 500-1000 hp @ 15.00 ea.	$
Motors 15-50 hp @ 3.00 ea.	$		Motors over 1000 hp @ 20.00 ea.	$
		COLUMN TOTAL →		$
INVESTIGATION FEE				$
OTHER				$
BLANKET PERMIT			3.00	$ 3.00
ELECTRICAL PERMIT			2.50	$
TOTAL			$	6.75

WHEN PROPERLY VALIDATED HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

George Tomasello 4-23-82
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

749

PERMANENT

3-23-72 Dhreo

3-23-72 Dhreo

4-28-72 Dhreo

NUMBER & STREET 1806 Camden Ave.

APPLICATION FOR A PLUMBING PERMIT 125.00

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA

TELEPHONE 799-9101 • 682-2175

CONTRACTOR Morrow & Holman	ST. LIC. NO. 119485
MAIL ADDRESS 1500 El Centro St.	CITY LIC. NO. C 5647
So. Pasadena, Calif.	PHONE 799-3115
OWNER Richard Bowers	PHONE 682-1780
MAIL ADDRESS 1806 Camden Ave. So. Pas.	

PROPOSED USE Residence | USE ZONE

NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE
BATHTUBS	ACC. SINKS	WASHING MACHINES Replace
STALL SHOWERS	FLOOR SINKS AND DRAINS	1 WATER HEATERS
LAVATORYS	"P" TRAPS	VENTS
WATER CLOSETS	GARBAGE DISPOSALS	WATER PIPE
URINALS	DISHWASHERS	SPRINKLER SYSTEM
KITCHEN SINKS	LAUNDRY TRAYS	DRINKING FOUNTAINS

TOTAL FOR ABOVE FIXTURES	@2.00 ea.	$ 2.00
SAND OR GREASE TRAPS	@2.50	$
GAS PIPE SYSTEM, 1 - 5 OUTLETS	2.50	$
+ EACH ADDITIONAL OUTLET	.50	$
SOIL OR VENT PIPE ALTER OR REPAIR	2.00	$
DILUTING TANK OR WATER SOFTENER	3.50	$
BUILDING DRAIN, ALTER OR REPAIR	4.00	$
SEWERS, CESSPOOLS, SEPTIC TANKS	@6.00 ea.	$
SWIM POOL	10.00	$
ADDITIONAL INSPECTION	@5.00 hr.	$
INVESTIGATION FEE		$
OTHER		$
BLANKET PERMIT	3.00	$
PLUMBING PERMIT	2.50	$ 2.50
	TOTAL FEE	$ 4.50

WHEN PROPERLY VALIDATED, HERE, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

4-234

751

PERMANENT

INSPECTION RECORD

	DATE	APPROVED
GROUND WORK		
WATER LINES		
ROUGH PLUMBING		
SHOWER PAN		
SEWER, SEPTIC TANK		
HEATER VENTS		
GAS TEST		
GAS CO. NOTIFIED		
PARTIAL OR MISC. INSPECTIONS		
L.C. 8-3-72 DH		
FINAL PLUMBING INSPECTION	4-23 9-1-72	752

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-6101

REPORT

PLUMBING - 38101
ELECT. - 38064
BUILDG. - NONE

9/24/57 PERMIT NO.

1806 CAMDON AVE.

MR BUNKER.

1- PLEASE OBTAIN BUILDING PERMIT. AS REQUIRED BY SEC. 301-A OF THE UNIFORM BUILDING CODE.

2- WATER HEATER LOCATION IS UNSATISFACTORY AS STATED IN THE NOTE LEFT HERE 9/13/57. SEC. 1309 OF THE UNIFORM PLUMBING CODE PROHIBITS WATER HEATERS LOCATED IN BATHROOMS.

R. Bowman.
ASST. BUILDG. INSP.

11-2-59
Corrections have been made & Approved

INSPECTION

CITY OF SOUTH PASADENA
"BUILDING DEPARTMENT"
1414 MISSION STREET
SYcamore 9-8101

REPORT

ELECT. #38064
PLUMB. - NONE
BUILDG. - NONE

DATE: 9/13/57 - 10:15AM. PERMIT NO.

JOB ADDRESS: 1806 CAMDON AVE

OWNER: MR. BUNKER.

1- COULD NOT LOCATE SUB PANEL (ELECT.)

2- PLEASE OBTAIN PLUMBING AND BUILDING PERMITS.

3- ~~WATER HE~~ PLEASE LOCATE WATER HEATER

AS PER. U.P.C. SEC. 1309

R. BOWMAN

ASST. BUILDG. INSP.

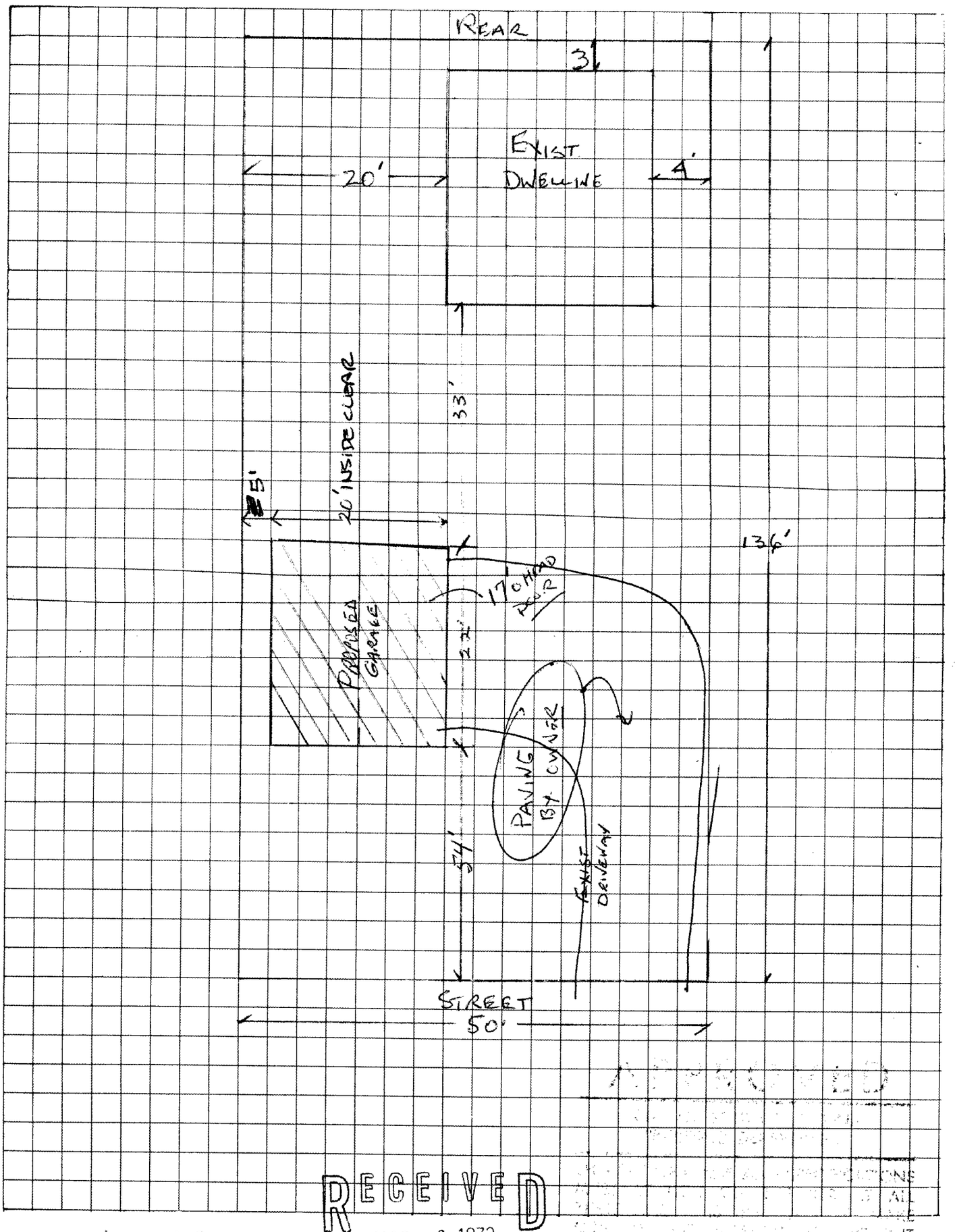
Plan Check No. _____ Zone _____

PROPOSED CONSTRUCTION

Approved _____ F.D. _____

RICHARD H. BOWERS (Owner) No: 1806 CAMDEN AVE (Location of Job) Branch _____

Use GARAGE No. of Stories ONE Valuation _____



RECEIVED
MAR 6 1972
BUILDING DEPT.

LOT 39
TRACT 1091.
WINDSONG ENTERPRISES
22430 NORWALK BLVD.
HAWAIIAN GARDENS 90716
421-8040
B-1- 26351

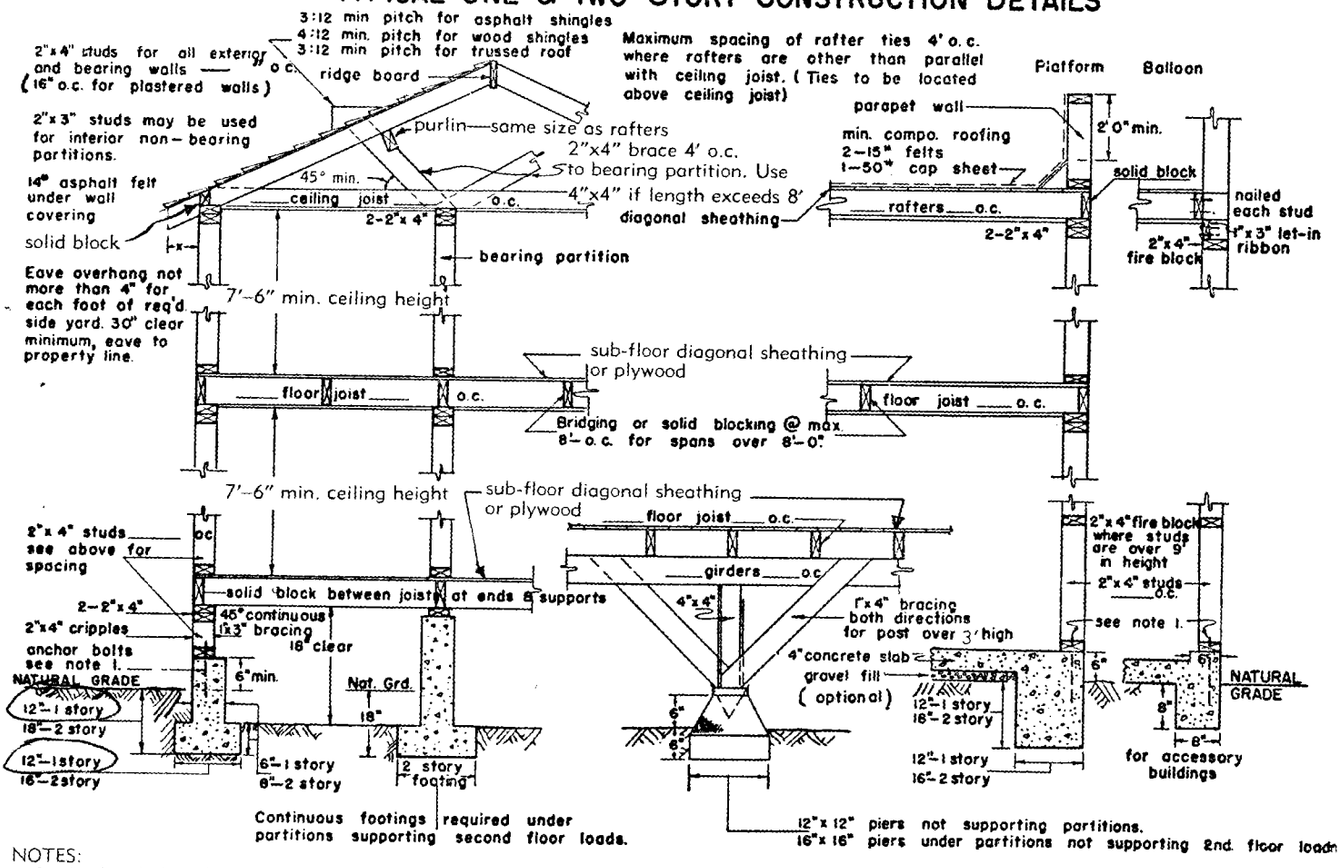
Form B-16 R5.70

BY _____ 3-6-72

4-238

755

DEPARTMENT OF BUILDING AND SAFETY
CITY OF LOS ANGELES
TYPE V SHEET — WOOD FRAME BUILDINGS
TYPICAL ONE & TWO STORY CONSTRUCTION DETAILS



NOTES:

1. Anchor bolts ½" x 10"—embed 7" in concrete—6' o.c.—one placed 12" from ends of sills.
2. Footing sills shall be embedded in mortar or have full bearing on the footing wall.
3. All lumber in contact with masonry or concrete less than 48" from the ground shall be pressure treated or durable wood.
4. Under floor ventilation on three sides equal to 2 sq. ft. for each 25 linear feet. One to be located within 3' of corner.
5. Accessory buildings located on fill and not over 1000 sq. ft. in area may rest on a 4" slab reinforced with 6" x 6" — #10 x #10 mesh.
6. Concrete Mix: 1 part cement, 3 parts sand, and 4 parts rock.

INFORMATION: Exterior Wall Covering STUCCO

Interior Wall Covering _____

Interior Ceiling Covering _____

Roofing COMP. ASPHALT SHINGLES

ALLOWABLE SPANS FOR FLOOR GIRDERS

Size of Girder	Spacing of Girder	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Partitions	SPECIES—GRADE Douglas Fir—Std.* & Constr. Not Supporting Partitions	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Partitions	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Not Supporting Partitions
4 x 4	6'	4'—0"	4'—0"	4'—0"	4'—0"
	8'	3'—0"	3'—0"	3'—0"	3'—0"
4 x 6	6'	6'—0"	7'—0"	5'—0"	6'—0"
	8'	5'—0"	6'—0"	4'—0"	5'—0"
4 x 8	6'	8'—0"	9'—0"	6'—0"	7'—0"
	8'	6'—0"	7'—0"	5'—0"	6'—0"

ALLOWABLE SPANS FOR FLOOR JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr. Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std.* & Constr. Not Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Plastered Ceiling	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Not Plastered Ceiling
2 x 6	12"	10'—6"	11'—6"	7'—6"	8'—0"
	16"	9'—6"	10'—0"	6'—6"	7'—0"
	24"	7'—6"	8'—0"	5'—6"	6'—0"
2 x 8	12"	14'—0"	15'—0"	10'—6"	11'—6"
	16"	12'—6"	13'—6"	9'—0"	10'—0"
	24"	10'—0"	11'—0"	7'—6"	8'—0"
2 x 10	12"	17'—6"	19'—0"	13'—6"	14'—6"
	16"	15'—6"	16'—6"	12'—0"	13'—0"
	24"	13'—0"	14'—0"	10'—0"	10'—6"
2 x 12	12"	21'—0"	23'—0"	17'—6"	19'—0"
	16"	18'—0"	20'—0"	15'—6"	16'—6"
	24"	15'—0"	16'—6"	12'—6"	13'—6"

ALLOWABLE SPANS FOR RAFTERS

Size of Rafters	Spacing of Rafters	SPECIES—GRADE Douglas Fir—Std.* & Constr. Supporting Plaster	SPECIES—GRADE Douglas Fir—Std.* & Constr. No Plaster Pitch less 4/12	SPECIES—GRADE Douglas Fir—Std.* & Constr. No Plaster Pitch 4/12 or more	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. Supporting Plaster	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. No Plaster Pitch less 4/12	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com. No Plaster Pitch 4/12 or more
2 x 4	12"	8'—0"	9'—6"	10'—0"	5'—6"	6'—6"	7'—0"
	16"	7'—0"	8'—0"	9'—0"	5'—0"	5'—6"	6'—0"
	24"	5'—6"	6'—6"	7'—6"	4'—0"	4'—6"	5'—0"
	32"	5'—0"	6'—0"	6'—6"	3'—6"	4'—0"	4'—6"
2 x 6	12"	13'—0"	16'—6"	17'—6"	10'—6"	11'—6"	12'—6"
	16"	11'—6"	14'—6"	15'—6"	8'—6"	10'—0"	11'—0"
	24"	10'—0"	12'—0"	12'—6"	7'—0"	8'—6"	9'—0"
	32"	8'—6"	10'—6"	11'—0"	6'—0"	7'—6"	8'—0"
2 x 8	12"	17'—0"	21'—6"	23'—0"	13'—6"	16'—0"	17'—0"
	16"	15'—6"	19'—0"	20'—0"	12'—0"	14'—0"	15'—0"
	24"	13'—6"	15'—6"	17'—0"	10'—0"	11'—6"	12'—6"
	32"	11'—6"	13'—6"	14'—6"	8'—6"	10'—0"	11'—0"
2 x 10	12"	21'—6"	27'—0"	28'—6"	17'—6"	20'—6"	22'—0"
	16"	19'—6"	23'—6"	25'—6"	15'—6"	18'—0"	19'—6"
	24"	16'—6"	19'—6"	21'—0"	13'—0"	15'—0"	16'—0"
	32"	14'—6"	17'—0"	18'—6"	11'—0"	13'—0"	14'—0"

INTERVALS FOR CROSS-BRIDGING OF FLOOR JOISTS

Clear span of joists	No. of rows of bridging
8'—1" to 16'—0"	1
16'—1" to 24'—0"	2
over 24'	3

ALLOWABLE SPANS FOR CEILING JOISTS

Size of Joists	Spacing of Joists	SPECIES—GRADE Douglas Fir—Std.* & Constr.	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Constr., Std. & No. 3 Com.
2 x 4	12"	11'—0"	9'—6"
	16"	10'—0"	8'—6"
2 x 6	12"	16'—6"	15'—6"
	16"	15'—0"	14'—6"
2 x 8	12"	22'—6"	21'—6"
	16"	20'—6"	19'—0"

* Girders—4" x 6" and over
Joists & Rafters—2" x 6" and over

NOTES:

1. For other species of wood, see Division 48 of the Los Angeles Building Code.
2. Tabulated values are based upon a load of 40 psf. For live loads of 50 psf. spans shall be reduced to 90 per cent of tabulated values.
3. Joists supporting plaster shall not be spaced more than 16 inches o.c. unless one-inch by four-inch stripping at 16" o.c. is provided perpendicular to joists.

ALLOWABLE SPANS FOR FLOOR AND ROOF SHEATHING

Thickness Nominal	Thickness Net	SPECIES—GRADE Douglas Fir—Std. & No. 3 Com. White Fir—Std. & No. 3 Com. Floor	Roof Spaced 50% Open	Roof Solid	SPECIES—GRADE Douglas Fir—Utility & No. 4 Com. White Fir—Utility & No. 4 Com. Floor	Roof Solid Only
Sheathing 1"	¾"	24"	24"	32"	16"	24"
Planking 2"	1½"	5'—0"	4'—6"	6'—6"	4'—0"	5'—6"
2"	1⅝"	5'—6"	5'—0"	7'—0"	4'—6"	6'—6"
3"	2⅝"	9'—0"	8'—0"	11'—0"	7'—0"	10'—0"

* Net minimum seasoned thickness.

NOTES:

(a) Tabulated values are for boards laid at right angles to supports. Sheathing laid at an angle of 45 degress to supports shall have support spacing over 24 inches reduced to 85 per cent of tabulated values.

(b) Floor and roof sheathing 1½" and thicker must be tongue and groove.

(c) Tabulated values for floors are based upon a live load of 40 psf. For live loads of 50 psf spans over 24" shall be reduced to 90 per cent of tabulated values.

(d) Floor sheathing and planking require a finish floor overlay in accordance with the provisions of Section 91.4810(g) of the Code.

ATTACHMENT 6

Findings

ATTACHMENT 6
Required De-Listing Findings
1806 Camden Avenue

Pursuant to SPMC Section 2.64(a)(5), to make a recommendation to City Council for the delisting of a property from the Inventory, the Cultural Heritage Commission shall first make the following findings.

Mandatory Findings

The Cultural Heritage Commission shall make at least one of the required findings listed below.

(A) That the cultural resource lacks significance as defined under national, state, and local criteria for historical significance; or

The subject property lacks significance as defined under national, state, and local criteria for historical significance. Specifically, the property does not possess sufficient character, interest, or value as part of the heritage of the community; is not associated with any significant historical events in South Pasadena; has no documented association with any person(s), or groups who have made a significant contribution to the history and development of the city, state, or country; does not exemplify a distinct nor particular architectural style; does not exemplify the best remaining architectural type within the neighborhood; is not identified as the work of person(s) whose work has influenced the heritage of the city, state, or country; and does not embody the elements of outstanding attention to architectural design or craftsmanship.

Additionally, the dwelling's extreme front yard setback, limited architectural features, dominant front yard garage, and overall site layout and landscaping are contrary to the prevailing development pattern of the eligible historic district, which consists of uniform setbacks, front facing homes, landscaped streets and park spaces. Therefore, the subject property does not meaningfully contribute to the historical significance of the City and lacks significance as defined under the applicable national, state, and local historic resource evaluation criteria.

(B) That the cultural resource has lost its historic integrity due to irreversible alterations.

Not applicable.

City Council Agenda Report

ITEM NO. 16

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION TO ADOPT RESOLUTION NO. 7992 APPROPRIATING BUDGET TRANSFERS TO RESOLVE NEGATIVE FUND BALANCES IN THE PROGRAMS AND PROJECTS FUND (FUND 107) AND MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FUND (FUND 238)**

Recommendation

It is recommended that the City Council adopt Resolution No. 7992 (Attachment 1) appropriating the following budget transfers: a) $325,222 from Unassigned General Fund Reserve to Fund 238 (MSRC Fund) to eliminate the fund's negative fund balance; and b) $314,877 from Assigned General Fund Balance to Fund 107 (Programs and Projects Fund) to eliminate the fund's negative fund balance.

Executive Summary

Following the mid-year budget review presented to City Council on February 26, 2026, Finance staff identified two funds (Programs and Projects Fund – Fund 107; and MSRC Fund - Fund 238) carry negative fund balances with no current or projected revenue sources sufficient to eliminate those deficits.

The negative balance in Fund 238 of $325,222 is a result of total cost of the SPPD fleet electrification program exceeding the grant amount, which requires a one-time transfer from Unassigned General Fund Reserves. This action will reduce the Unassigned General Fund Reserve reported in the mid-year review from approximately $18.98 million to approximately $18.65 million, which remains above the City's target reserve threshold.

The negative balance in Fund 107 of $314,877 is a result of the total cost of the General Plan and Downtown Specific Plan exceeding the amount set aside to fund those efforts. This amount has been treated as "assigned" fund balance for a number of years, meaning the resources are effectively set aside. Formalizing the budget transfer resolves the negative balance without reducing Unassigned General Fund Balance.

Staff has resolved the underlying structural deficiency for future years by: 1) allocating CIP project costs directly within the funding source fund rather than routing expenditures through a centralized Fund 400, and 2) establishing five-year fund forecasts for each special fund so that project managers maintain visibility into resource constraints.

Background
In prior fiscal years, the City budgeted capital improvement project (CIP) expenditures through Fund 400, a centralized Capital Projects Fund, funded by one-time transfers from the General Fund and designated sub-funds, including Fund 107 that was used to fund the cost of the General Plan and Downtown Specific Plan preparation. Over time, the cumulative expenses charged to Fund 107 for the project exceeded the resources available that fund.

Similarly, the City budgeted the cost of the SPPD fleet electrification program in the MSRC Grant Fund (Fund 238); however, the total cost of the program has exceeded the MSRC $500,000 grant awarded to the City. The additional cost of the program that exceeded the grant amount should have been budgeted in the General Fund in prior years rather charged to the MSRC fund.

The excess cost of the Tesla lease not covered by the grant for the current fiscal year was highlighted and resolved during the FY 2025-2026 mid-year review through a budget transfer. The proposed budget amendment is necessary to resolve the amount of the Tesla lease that exceeded the MSRC grant amount in prior years.

Because CIP costs were routed through Fund 400 rather than tracked directly within each funding source, the financial management system did not generate a clear signal when appropriations exceeded available balances in the originating funds. The result was that both Fund Fund 107 and Fund 238 accumulated negative balances that were carried forward across multiple fiscal years.

Analysis
The annual mid-year budget review is an essential element in maintaining financial stability and transparency. The mid-year budget review process provides the opportunity to review the General Fund, Enterprise Funds, and Capital Projects Funds to make the necessary course corrections to achieve a more accurate budget for the current fiscal year.

As part of the FY 2025-26 Mid-Year Budget Review in March 2026, City Council approved a Budget Transfer to budget CIPs directly within the applicable Special Revenue Funds rather than the prior practice of transferring funds from the various Special Revenue sources to a Capital Projects Fund (Fund 400). While implementing the approved budget amendment and reconciling balances against historical financial statements, Finance staff identified negative balances in Funds 104 and 238 that would remain unresolved without a transfer from General Fund reserves as there is no identified future revenue source for these funds. The review also confirmed that both negative balances are attributable to prior-year authorized transfers and expenditure activity, not current-year errors or unauthorized transactions.

Fund 107 — Programs and Projects Fund.
The balance sheet for Fund 107 reflects a negative cash and equity position of ($314,877) that has persisted for multiple fiscal years. Because this negative balance has been carried forward without change over time, it has already been rolled up in prior Annual Comprehensive Financial Statements and included as “assigned” fund balance in the General Fund. “Assigned” fund balance are amounts already set aside for a specific purpose. Appropriating a budget transfer of $314,877 from Assigned General Fund Balance resolves the negative balance in Fund 107 without reducing the Unassigned General Fund Reserve.

Fund 238 — MSRC Fund.
The adjusted year-end fund balance for Fund 238 as of FY 2025-26 is projected at ($325,222). Although additional grant distributions are anticipated to be received from MSRC as partial reimbursement for the SPPD fleet electrification project, the total grant amount is not sufficient to eliminate the existing deficit. A one-time budget transfer of $325,222 from Unassigned General Fund Reserves is required to eliminate the deficit. Going forward, only the cost covered by the MSRC grant will be appropriated in Fund 238 with the remaining difference appropriate in the Vehicle Replacement Fund and charged through an internal service charge to the Police Department.

Approval of these actions will result in both funds reflecting a zero balance. No further transfers or contributions are anticipated for either fund. Going forward, CIP project costs will be budgeted and expended directly within the fund providing the resources, eliminating the routing mechanism through Fund 400 that obscured the per-fund financial position. Five-year fund forecasts have also been developed and will be maintained for all special funds to provide project managers and decision-makers with ongoing visibility into resource constraints.

Fiscal Impact
The Unassigned General Fund Reserve following these actions is projected at approximately $18,655,469, compared to $18,980,691 reported at mid-year. Both transfers are one-time in nature. No ongoing fiscal impact is anticipated. These transfers are not currently budgeted and require City Council appropriation by resolution. Applicable account numbers will be assigned by the City's Accounting Manager prior to resolution adoption.

Action	Amount	Source Fund	Impact on Unassigned General Fund Reserve
Transfer to Fund 238 (MSRC)	$325,222	General Fund: Unassigned Reserves	($325,222)
Transfer to Fund 107 (Programs & Projects)	$314,877	General Fund: Assigned Fund Balance	$0
Total Budget Transfer	**$640,099**		**($325,222)**

Attachment:
Attachment 1 - Budget Amendment Resolution No 7229

RESOLUTION NO. 7229

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to allocate inter-fund transfers to eliminate prior year fund balance deficits; and

WHEREAS, the proposed amendments are necessary to ensure the continued delivery of essential services, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

Section 2. The Fiscal Year 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
107-0000-0000-xxxx-101	Transfer From – Fund 101	314,877
238-0000-0000-xxxx-101	Transfer From – Fund 101	325,222
TOTAL:		**$640,099**

Expenditure Account No.	Description	Amount
101-0000-0000-xxxx-107	Transfer To – Fund 107	314,877
101-0000-0000-xxxx-238	Transfer To – Fund 238	325,222
TOTAL:		**$640,099**

Section 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

Section 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. 7229 was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 15th day of April, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 17

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roger Sung, Human Resources Director

SUBJECT: **CONSIDERATION TO ADOPT RESOLUTION 7993 TO ESTABLISH THE JOB SPECIFICATION FOR THE SENIOR BUILDING INSPECTOR AND SALARY RANGE, REVISE THE SALARY RANGE OF THE PERMIT TECHNICIAN, AND ADD ONE (1) SENIOR BUILDING INSPECTOR AND ONE (1) PERMIT TECHNICIAN.**

Recommendation

It is recommended that the City Council adopt Resolution No. 7993 establishing the job specification for the Senior Building Inspector and salary range, revising the salary range for the Permit Technician, as well as the approving the addition of one (1) Senior Building Inspector and one (1) Permit Technician position.

Executive Summary

The City currently relies on contracted building and safety services to support inspection and permit processing functions. While this model has provided operational continuity, it has resulted in higher ongoing costs and limited internal capacity.

The proposed actions establish a Senior Building Inspector classification, update the Permit Technician salary range, and authorize two full-time positions to support core Building Division functions. These changes are intended to improve interdepartmental coordination, enhance service delivery, improve customer service and reduce reliance on contracted services.

The City will continue to utilize contract support; however, transitioning key positions to in-house staff is expected to provide improved quality and cost control over time.

Background

On November 1, 2024, the City entered into a professional services agreement with Transtech Engineers, Inc. to provide comprehensive building and safety services that include, but are not limited to administration, plan check services, permit issuances, building inspection services, enforcement of building codes, public counter services and certified staffing (i.e., Certified Building Official, Certified Plan Check Engineer, Certified Combination Inspector, Permit Technician) for a 5-year term with an option to extend for an additional 2 years.

Under the current model, the City utilizes the contract to its full authority to manage and operate all aspects of the Building Division. These services include the Building Official overseeing daily operations and reporting to the Community Development Director, plan check services, building inspection services, public counter services including responding to

customer calls, emails and in-person visits, permit processing, plan check services, including holding City Hall office hours and scheduling virtual meetings with applicants, compiling and submitting reports, maintaining files and building records, and supporting other divisions of the department and city departments as needed. While this model has provided flexibility, it relies heavily on contracted labor for ongoing operational needs.

Analysis

Introduction – Purpose

The purpose of this item is to establish internal staffing capacity within the Building Division and achieve long-term cost savings by creating a Senior Building Inspector classification, updating the Permit Technician salary structure, and adding two full-time positions to the Community Development Department.

Process and Methodology

The City evaluated current service delivery, workload demands, in-progress operational enhancements, and associated costs of contracted services. This review included:

- Assessment of inspection and permit counter workload
- Review of consultant service agreements and hourly billing rates
- Evaluation of operational needs for continuity, accountability, interdepartmental coordination, and service responsiveness
- Development of classification specifications and salary alignment

The proposed Senior Building Inspector classification reflects the level of certifications, experience, and responsibility required to oversee inspection activities, coordinate services, ensure timely reporting, address complex code enforcement issues, and conduct cross departmental duties as assigned. As outlined in the classification specification, the role includes inspection oversight, coordination, reporting, and technical guidance to stakeholders.

The Permit Technician role is charged with leading public counter operations, managing the plan check process including coordinating with contract plan checkers, outside agencies and other city departments or division, permit processing, and customer service functions related to development services.

The City would continue to contract with Transtech for key building services such as Building Official, administration, and plan check services. In addition, the City will maintain on-call as needed building inspector and permit technician services to meet the demands of applicants. Included in the Community Development Department's proposed FY 2026–2027 budget are one full-time Building Inspector and one part-time Permit Technician, reflecting the anticipated increase in permit activity compared to the current fiscal year.

Findings and Evaluation

Transitioning these two key positions from contract positions to in-house staff is expected to improve operational efficiency by strengthening coordination across departments and enhancing accountability as the City is in progress of implementing a more collaborative development process that will require a higher level of coordination across City departments.

The Senior Building Inspector will manage the field and counter services and report directly to the Community Development Director. Establishing permanent positions supports workflow and workforce stability and preserves institutional knowledge related to City codes, processes, and development activity—capacity that is difficult to maintain under a fully contracted model.

From a fiscal perspective, the current contract model—at hourly rates of $90.00 for Building Inspectors and $54.00 for Permit Technician services—results in a higher ongoing cost. Shifting a portion of these services in-house reduces reliance on higher-cost consulting services.

Recommended Salary Range for Senior Building Inspector:

Step A	Step B	Step C	Step D	Step E	Step F	Step G
8,623.00	9,054.00	9,507.00	9,982.00	10,481.00	11,005.00	11,556.00

In addition, the salary range for the Permit Technician classification was evaluated through a review of comparable positions in neighboring jurisdictions. Based on this assessment, the proposed adjustment aligns the classification with current market conditions while maintaining fiscal responsibility. The revision supports employee retention, provides opportunities for internal growth, and strengthens the City's ability to recruit qualified candidates for this position.

Current Salary Range:

Step A	Step B	Step C	Step D	Step E
4,920.00	5,167.00	5,425.00	5,696.00	5,981.00

Proposed/Revised Salary Range:

Step A	Step B	Step C	Step D	Step E
5,945.00	6,242.00	6,554.00	6,882.00	7,226.00

Basis for Recommendation

The recommendation is based on the need to:

- Establish a sustainable staffing model for the Building Division
- Improve operational efficiency and cross departmental collaboration
- Reduce long-term reliance on contracted services
- Align staffing with ongoing operational enhancements

The proposed structure balances internal capacity with contract support to maintain flexibility.

Fiscal Impact

The current service delivery model relies heavily on contracted services for building inspection and permit processing functions. The estimated annual cost of the current model is $774,878, which includes contract staffing for permit technicians, building inspectors, supervisory support, and over-the-counter (OTC) and virtual OTC services.

Under the proposed model, the City will add one (1) full-time Permit Technician and one (1) full-time Senior Building Inspector, with a total estimated first-year cost of $262,661.00, inclusive of salary and benefits.

With the addition of these positions, the City will reduce reliance on contracted services by transitioning:

- One (1) contract Permit Technician
- One (1) contract Building Inspector
- Contracted Friday inspection services

The combined cost of these contract services is approximately $348,010.00 annually.
By transitioning these functions in-house, the City will replace these contract costs with an estimated personnel cost of $262,661.00, resulting in a reduction of cost for contracted services of approximately $85,349.00.

This approach allows the City to maintain operational flexibility while transitioning core functions in-house. The strategy is to evaluate whether customer service needs and operational demands can be effectively met through an in-house model that absorbs a portion of the contractor's responsibilities, while retaining Transtech as a resource to supplement services as needed. The City will continue to utilize contract services for plan check, Building Official functions, building inspection services, and over-the-counter (OTC) and virtual OTC services.

Cost Comparison: Current vs. Proposed Model

Category	**Current Model**	**Proposed Model**	**Difference (Savings)**
Permit Technician	$112,320.00	Included in FTE	-
Building Inspector	$201,760.00	included in FTE	-
Building Inspector - Friday Inspections	$33,930.00	Transition to In-House	-
SubTotal - Services being transitioned	**$348,010.00**		
Permit Technician	-	$111,526.00	
Senior Building Inspector	-	$151,135.00	
Subtotal - Proposed In-House Cost	-	**$262,661**	
Net Impact	**$348,010.00**	**$262,661.00**	**($85,349.00)**

Attachment:
Attachment No 1 - Resolution No 7993
Attachment No. 2 - Senior Building Inspector Job Description and Salary Range
Attachment No. 3 - Permit Technician Job Specification and Salary Range
Attachment No. 4 - Community Development Org. Chart

Attachment No. 1

RESOLUTION NO. 7993

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ESTABLISHING THE JOB CLASSIFICATION AND SALARY RANGE FOR THE SENIOR BUILDING INSPECTOR, REVISING THE SALARY RANGE FOR THE PERMIT TECHNICIAN, AND APPROVING THE ADDITION OF ONE (1) SENIOR BUILDING INSPECTOR AND ONE (1) PERMIT TECHNICIAN POSITION.

WHEREAS, the City of South Pasadena contracts for building and safety services, including inspection and permit processing functions; and

WHEREAS, the current service delivery model relies on contracted personnel, including building inspectors and a permit technician, compensated at hourly rates; and

WHEREAS, the establishment of a Senior building Inspector classification will provide in-house inspection activities, coordination of services, and technical expertise necessary to support building and safety operations; and

WHEREAS, revising the salary range for the Permit Technician classification will ensure alignment with current market conditions and support recruitment and retention; and

WHEREAS, the addition of one Senior Building Inspector and one Permit Technician position will reduce reliance on contracted services while maintaining flexibility to utilize contract support as needed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The classification of Senior Building Inspector is hereby established as set forth in Exhibit A.

SECTION 2. The salary range for the Senior Building Inspector is hereby established as set forth in Exhibit A.

SECTION 3. The revised salary range for the Permit Technician is hereby established as set forth in Exhibit B.

SECTION 4. The addition of one full-time Senior Building Inspector and one full-time Permit Technician is hereby approved.

SECTION 5. The City Manager, or designee, is authorized to implement the new classifications and take all administrative actions necessary to carry out this Resolution

PASSED, APPROVED AND ADOPTED on the 15th day of April 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 7993 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15th of April 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima S. Newsome, Chief City Clerk

EXHIBIT A

JOB SPECIFICATION AND SALARY RANGE
SENIOR BUILDING INSPECTOR

[to be added]

EXHIBIT B

AMENDED SALARY RANGE FOR PERMIT TECHNICIAN

[to be added]

Attachment No. 2

City of
SOUTH PASADENA

CLASSIFICATION SPECIFICATION

TITLE: **SENIOR BUILDING INSPECTOR**

PURPOSE:

EXAMPLES OF DUTIES:

The duties listed below are examples of the work typically performed by the employee in this position. The employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Inspects residential, commercial, and industrial buildings and structures to determine compliance with the structural, energy, accessibility, mechanical, plumbing, and electrical codes and approved plans and calculations.
- Identifies and enforces a variety of codes, ordinances, and standards for conformance with approved construction plans and specifications.
- Inspects workmanship and materials in building construction for conformance with plans and specifications, and inspects potentially substandard or dangerous buildings.
- Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes.
- Establishes schedules and methods for providing inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Coordinates inspection functions with inspectors, contractors, developers, plan check staff, and personnel from various other City departments
- Generates various reports for the Community Development Director regarding the Building Division work activities and workload and maintains various work records related to the development of such reports.
- Assists with budgeting and monitoring assigned budgets
- Participates in department and project meetings
- Assists with writing memorandums or staff reports
- Leads quality assurance and quality control activities
- Addresses the most difficult customer inquiries and complaints; evaluates and recommends corrective actions to resolve issues; responds to and resolves disputes regarding the interpretation of structural, electrical, mechanical, and plumbing codes
- Issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner; issues administrative citations and works with City Attorney when needed to bring properties into compliance with the building, fire or municipal code.
- Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies and ensures work quality and adherence.
- Travels to offsite locations within and outside the City

- Evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies and administers discipline when necessary
- Assists in developing policies and staff procedures and division goals and objectives
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to a high school diploma. An associate's degree with coursework in construction technology, civil or structural engineering, or architecture is desirable.

Experience: Four (4) years' experience inspecting public, commercial, industrial and residential buildings and facilities.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Special Requirements:

- Must possess and maintain a current Certification as a Combination Inspector from the International Code Council (ICC) or California Building Officials (CALBO). (Certifications by other approved model code organizations in the categories indicated may be accepted if determined by the Director to be equivalent).
- Must also possess a PC832 within six (6) months of employment and a Fire Inspector I issued by the Office of the California State Fire Marshal or ICC within one (1) year of employment, and Fire Inspector II within 3 years of employment
- A Certified Access Specialist (CASp) certification is highly desirable.

Knowledge of:

- Federal, state, and local laws, rules and regulations pertaining to building or public works inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Public Works methods and materials including process facilities and utilities, infrastructure, and rehabilitation
- Zoning regulations

- California code and local laws relating to the building constructions

- Proper inspection methods and documentation practices
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction and public works projects
- Administrative principles and techniques, including budgeting, planning, safety, staff organization, employee growth and development
- Principles and practices of supervision

Ability to:

- Conduct inspections, issue citations, notices and orders, and pursue compliance of violations
- Read and interpret building plans and specifications and enforce their application
- Prepare and to present clear oral and written reports
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Supervise and train others
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe

WORKING CONDITIONS AND PHYSICAL DEMANDS

Physical Demands: Active physical work without prolonged heavy exertion. Physical demands include occasional lifting of objects over 25 pounds, combined with bending, twisting, working above ground or on irregular surfaces.

Working Conditions: Exposure to unpleasant elements such as dust, fumes, and odors, dampness, noise levels, or outside weather conditions on an occasional to frequent basis.

PROPOSED Salary Range

FLSA Status
TBD

HISTORY:

Established: 4.15.26
Approval/Adoption Date: TBD

RECOMMENDED SALARY RANGE:

Step A	Step B	Step C	Step D	Step E	Step F	Step G
8623.00	9054.00	9507.00	9982.00	10481.00	11005.00	11556.00

City of
SOUTH PASADENA

CLASSIFICATION SPECIFICATION

TITLE: **PERMIT TECHNICIAN**

PURPOSE: Under general supervision, performs general and specialized tasks related to providing excellent customer service by providing customer support over the phone, at the counter or virtually; reviews permit applications and supporting documents for proper form, sufficiency of information, and compliance with City requirements and regulations; issues permits as authorized; receives, logs and distributes building plans for plan checking; schedules inspections; and performs related duties as assigned.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receives and reviews building permit applications, plans and associated documents from customers; assesses scope of project and relevant permit requirements; provides information to customers regarding necessary permits and general code compliance of proposed projects and permit process updates; answers a variety of routine to moderately complex questions; calculates and verifies valuations and fees; accepts payments; issues permits as authorized.
- Routes plans to various departments for plan review; tracks and monitors plan review processes for timeliness; finalizes plan review for permit issuance; enters data and plans into a variety of tracking systems and ensures the physical location of plans are tracked.
- Maintains records and prepares reports as required; prepares documents for electronic imaging.
- Schedules inspection requests and follow-ups and prepares field files for daily inspection for building inspections.
- Prepares Certificates of Occupancy as required.
- Researches a variety of data using internal and external databases in order to assist customers and staff in permit processing.
- Provides research for the general public and other departments regarding record requests.
- Provides assistance and support to the Department on various planning/building/code enforcement projects. Compiles zoning and planning related data as directed by the supervisor, which may include the preparation of graphics and mapped data.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education, training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to gain such knowledge and abilities would be:

A high school diploma or GED. Graduation from an accredited college or university with major coursework in Urban Planning, Public Administration, Architecture, Geography or a related filed is highly desirable. One (1) year of experience of public counter, urban planning, customer service, or clerical related work. Previous work experience in providing public counter assistance in a public agency is highly desirable.

Knowledge of:

Office methods, practices and procedures, including business correspondence, filing and customer service dynamics; construction and building permitting processes; federal, state and county reporting requirements and outside agency reviews that are required based on project scope; activities of a building division involving a verity of City and outside agency departments; basic construction principles and terminology; customer service practice and telephone etiquette; City ordinances, codes, procedures and practices regarding area of responsibility; various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in City computers, use and operation of computers; databases and standard business software; and safety policies and safe work practices applicable to work .

Skill in:

Operating office equipment such as computers and application software including Microsoft, permit processing platforms, facilitating multiple concurrent projects; reviewing building permit application submittals for completeness upon intake and issuance, assessing and invoicing fees, coordinating plan review with multiple departments and outside consultants, notifying applicants of corrections/approval, creating and issuance permits.

Ability to:

Work on several tasks simultaneously. Plan and organize workload to meet deadlines.

Follow oral and written directions. Quickly, efficiently and calmly handle a significant volume of customers' interactions by telephone, in person or virtually via the online permitting system; Learn, understand and apply basic legal requirements, codes and procedures applicable to the preparation, filing and distribution of a wide variety of building permit plans, records and documents; Interpreting, applying and explaining laws, ordinances, regulations and/or policies and procedures, proofread and identify errors and missing information in documents and take appropriate action; prepare clear and accurate reports, documents, data entries, files. Read and understand architectural and engineering drawings. Communicate effectively in a clear, concise and friendly manner, both orally and in writing. Establish and maintain effective working relationships with the general public and other staff. Work independently or in a team environment. Review information and reach sound conclusions in accordance to Federal, State or City established regulations, policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

PHYSICAL DEMANDS

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open-office environment, and direct contact with the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk for long periods of time; to stand at the counter for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment, surrounding desk; walk, bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORKING CONDITIONS

Employee spends 95% working in an office environment. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office. Noise levels in the work environment is usually moderate.

Special Requirements:
Possession of a valid Class “C” California driver’s license and a satisfactory driving record. International Code Council (ICC) Permit Technician Certification is desired.

FLSA Status
Non-exempt

Current Salary Range:

Step A	Step B	Step C	Step D	Step E
4920.00	5,167.00	5425.00	5696.00	5981.00

Salary Revision:

Step A	Step B	Step C	Step D	Step E
5945.00	6242.00	6554.00	6882.00	7226.00

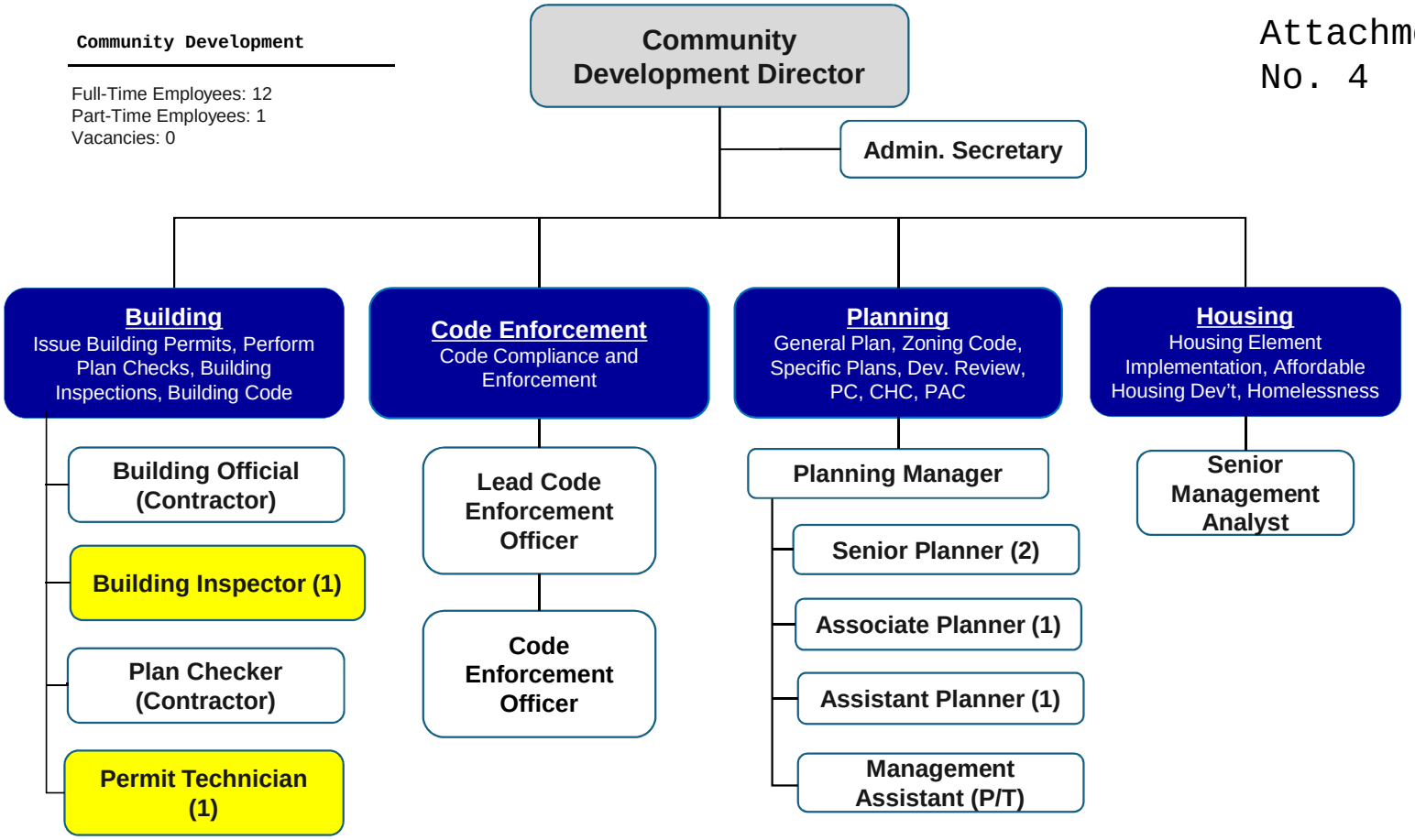
HISTORY:

Established: 08.17.2022
Approval/Adoption Date: MM.DD.YY

Attachment
No. 4

Community Development

Full-Time Employees: 12
Part-Time Employees: 1
Vacancies: 0



City Council Agenda Report

ITEM NO. 18

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer

SUBJECT: **CONSIDERATION OF APPROVAL OF A PURCHASE ORDER FOR ALTA PLANNING + DESIGN, INC. IN THE AMOUNT OF $48,586 FOR PAYMENT OF OUTSTANDING INVOICES FOR THE SLOW STREETS PROGRAM AND ADOPTION OF RESOLUTION NO. 7995 APPROVING A BUDGET AMENDMENT TO APPROPRIATE PROPOSITION C LOCAL RETURNS FUNDS TO THE PROJECT**

Recommendation

It is recommended that the City Council:

a. Authorize the City Manager to approve a purchase order for Alta Planning + Design, Inc. in the amount of $48,586 for payment of outstanding invoices related to professional services performed under the Slow Streets Program; and
b. Adopt Resolution No. 7995 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $50,000 to the project budget from Proposition C Local Return Funds.
c. Authorize the City Manager to execute any documents necessary to implement this action.

Executive Summary

The City entered into a Professional Services Agreement with Alta Planning + Design, Inc. (Attachment 1) to support development and implementation of the Slow Streets Program, including community outreach, design, and evaluation services. Alta completed work in accordance with the agreement; however, the associated purchase order was closed prior to full payment of services, resulting in outstanding invoices in the amount of $48,586.

Background

On October 19, 2022, the City Council approved a Professional Services Agreement with Alta Planning + Design, Inc. (Alta) in an amount not-to-exceed $255,570 to support development of the Fiscal Year (FY) 2022-2023 Slow Streets Program. The scope of work included project administration, community outreach, design, installation support, and evaluation services.

Analysis

Alta provided professional services in support of the City's Slow Streets Program, including work associated with the Mission Street corridor. Through this effort, the City obtained preliminary design concepts, traffic analysis, and community input to inform potential roadway

reconfigurations, traffic calming measures, and placemaking elements such as parklets and pedestrian-oriented improvements. These deliverables established a foundation for future project development and potential capital improvements along the corridor. While the agreement remained active, the associated purchase order was subsequently closed prior to full payment of completed services, resulting in outstanding invoices for work performed between November 2024 and June 2025.

With the work that Alta completed, staff will be preparing a request for proposal to prepare construction plans and specifications that could be used to move forward with the Mission Slow Street Project in FY 2026-2027.

To date, Alta has invoiced a total of $177,870.53, which remains within the approved not-to-exceed contract amount of $255,570. The remaining balance of $48,585.16 reflects completed and accepted services that have not been paid due to the premature closure of the purchase order. Approval of a purchase order, along with appropriation of Proposition C Local Return Funds, is necessary to process payment and satisfy the City's contractual obligations.

Fiscal Impact
The total fiscal impact of this action is $48,585.16. Approval of Resolution No. 7995 will appropriate $50,000 of Proposition C Local Returns to Project Account No. 207-9010-9428-8170-000.

Attachment:
Attachment 1 - Alta Panning + Design, Inc. Professional Services Agreement
Attachment 2 - Resolution No. 7995

ATTACHMENT 1

Alta Panning + Design, Inc. Professional Services Agreement
(ALTAPLDE 2023-162)

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PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / Alta Planning + Design, Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and **Alta Planning + Design, Inc.** ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: **Slow Streets Program Implementation**.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": **see Exhibit A**

3.2. "Agreement Administrator": The Agreement Administrator for this project is **H. Ted Gerber, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

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fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Two-Hundred and Fifty-Five Thousand, Five-Hundred and Seventy Dollars (**$255,570**), including $232,336 for the proposed work, and $23,234 (10%) as a contingency.

3.5. "Commencement Date": **March 20, 2023**.

3.6. "Termination Date": **A date on which the Public Works Director deems the work complete, but no later than December 31, 2024**.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar

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locality under the same or similar circumstances during the same period of time (Standard of Care) and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and use the reasonable Standard of Care to comply with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Emily Duchon** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to

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Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed in the Scope of Work, Exhibit A, and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges, unless otherwise stated in the Exhibit B fee schedule.

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7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall become and remain the property of City upon payment in full to Consultant without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Consultant.

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10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of, pertaining to, or relating to Consultant's alleged negligence, recklessness or willful misconduct, errors or omissions of Consultant or failure to comply with any provision in this Agreement. In no case shall Consultant's cost to defend exceed their proportionate percentage of fault, except that in the event that one or more defendants is unable to

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pay its share of defense costs due to bankruptcy or dissolution of the business, the bill would require the design professional to meet and confer with other parties regarding unpaid defense costs.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Reserved.**

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

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- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: **Slow Streets Program Implementation**
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$2,000,000 per occurrence, $2,000,000 aggregate
• General Liability:	
• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$2,000,000
• Each Occurrence	$2,000,000
• Fire Damage (any one fire)	$ 100,000
• Medical Expense (any 1 person)	$ 10,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. The Commercial General Liability and Automobile Liability limits may be satisfied by a combination of primary and umbrella or excess insurance. Umbrella or excess insurance shall provide coverage at least as broad as specified for underlying coverages and covering those insured in the underlying policies.

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12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

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12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

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12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the City and the City's Consultants, Consultant shall provide prompt written notice to the City if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

H. Ted Gerber
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 460-6392
Facsimile: (626) 403-7241

With courtesy copy to:

Andrew L. Jared
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

If to Consultant

Emily Duchon
Alta Planning + Design, Inc.
711 SE Grand Avenue
Portland, OR 97214
Telephone: (734) 678-7096
Facsimile: (530) 230-9864

With copy to:

Contract Administrator
Email: contracts@altago.com

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15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in

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reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant 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 Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written

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consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

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18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: DocuSigned by: Armine Chaparyan B8F8035BA0F24D7...
Signature

Printed: Armine Chaparyan

Title: City Manager

Date: 3/22/2023

"Consultant"
Alta Planning + Design, Inc.

By: _____
Signature

Printed: Michael Rose

Title: Vice President as duly authorized

Date: 3/17/2023

Attest:

By: DocuSigned by: Mark Perez BA951D463EA0445...
Mark Perez, Deputy City Clerk

Date: 3/22/2023

Approved as to form:

By: DocuSigned by: Andrew L. Jared 0E98AF29982B451...
Andrew L. Jared, City Attorney

Date: 3/22/2023

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EXHIBIT A

Scope of Work

Alta Planning + Design, Inc. and sub-consultants **ActiveSGV, Arroyo Group, AimTD, and Iteris, Inc.**

Task 1 – Project Initiation / Kickoff Meeting / Project Management (estimated completion March 2023)

The Alta Team will work with the City Project Manager to draft a schedule and hold a kick-off meeting with City staff. The meeting will be comprised of key staff members from the City and Alta team. The Alta team will finalize a project schedule within ten (10) working days after the kick-off meeting. The schedule will identify project milestones (tasks) and include time for City staff review of work products throughout the project. The meeting summary will state project goals, objectives and action items.

Deliverables: Agenda; Meeting Summary of Kick-off Meeting; Finalized Project Schedule.

Task 2 – Community Outreach

Mission Street

Before Installation (estimated completion September 2023)

The team will have touchpoints that will build of the work completed per agreed upon schedule at kickoff meeting. Below is a list of the activities planned prior to installation of the 6-month quick build project on Mission Street.

- One (1) Pop-up event to promote the citywide open house and answer questions about project (e.g., at farmers market) – up to two staff members will be present from ActiveSGV.
- Door-to-door notification (1) (Mission Street Orange Grove to Fair Oaks) – will be performed by ActiveSGV staff.
- One (1) Project poster/flyer to promote the project and provide information to the public.
- One (1) Citywide Open House in-person meeting at a community venue where the Alta team will show the final draft design for community feedback before Council. This meeting will include up to three (3) boards to provide information about the project. The project team will be represented by up to six (6) staff members including members of Alta, ActiveSGV and Arroyo Group.
- Two (2) Community Stakeholder Meetings – These meeting will build upon the outreach completed in 2021. The team will hold up to two (2) community stakeholder meetings with local businesses and other corridor stakeholders. This outreach will include soliciting input on placemaking such as parklets and planters or other programming.

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  - One (1) meeting held in-person at an outdoor venue (e.g, Station Square Park) with canopies, tables, chairs (provided by ActiveSGV).
  - One (1) meeting format to be determined (virtual or in-person) – if virtual a PowerPoint will be included.
- Mobility and Transportation Infrastructure Commission (MTIC) Meeting – Prior to the City Council presentation, the Alta team will present the final design to MTIC.
- City Council presentation for final design – Attendance at this meeting will include a PowerPoint Presentation. Up to five (5) members will be present from the project team, including Alta, ActiveSGV and Arroyo Group.

<u>During Installation (estimated completion November 2023)</u>

The quick build project itself is a form of outreach as this project serves as a demonstration of a potential final design for Mission Street. Throughout the 6-month installation period there will be multiple opportunities for the community to provide feedback.

- On-going input solicitation – The Alta team will collaborate with City staff to create content for a webpage on the City website, outlining project information and establishing a means to collect public input.
- Five (5) Farmers Market Pop-ups – Five (5) pop-up events will be conducted during the installation period of the project. These events will be staffed by up to two (2) ActiveSGV staff persons.
- Questionnaire or Survey – In order to solicit public feedback on the project, a SurveyMonkey digital survey will be prepared, along with a paper survey for outreach at the Farmers' Market pop-ups.

<u>End of Installation (estimated completion June 2024)</u>

Six (6) months following installation, Alta will develop an evaluation report including an assessment of observational design functionality and community input throughout the installation period.

- One (1) Community Stakeholder Meeting - The Alta Team will solicit input from corridor stakeholders 6 months following initial implementation to assess how local businesses felt about the program and overall changes to Mission Street

<u>Residential Streets</u> <u>(estimated completion June 2023)</u>

ActiveSGV will lead the installation and specific door-to-door outreach along the three Slow Streets corridors (Oak Street, Hermosa Street, and Grand Avenue). This outreach will be conducted by ActiveSGV to inform residents of the installation.

Deliverables: Community Stakeholder Meetings (3); Citywide Open House (1); City Council meeting (1); Pop up events at the Farmers' market (6); Door-to-door notification (Mission Street Orange Grove to

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Fair Oaks Ave and the three residential corridors) (4); Project poster/flyer (1); Questionnaire or Survey (1) – digital SurveyMonkey survey and paper survey.

Task 3 – Slow Streets Design + Monitoring

Task 3 Exclusions: Engineering Drawings for street designs will be provided, however, no engineering specifications document will be included for roadway engineering installations (only specifications for parklet design and installations will be included in Task 7.3). All construction information will be shown in directive exhibits, which will be prepared in accordance with the City of South Pasadena standards, NACTO Urban Bikeway Design Guide, and Caltrans Highway Design Manual, Chapter 1000. City of South Pasadena will make any readily available design-related information accessible to Alta. This includes all pertinent improvement plans, "to-scale" drawings, "as-built" plans, utility plans, and/or site improvement plans for the project area, if available. Utility relocation design, and coordination is not a part of this scope. It is assumed that no permits are required for this project as all processing and reviews will be through the City of South Pasadena. Traffic Control Plans are excluded from this proposal.

3.1: Engineering Drawings for Mission Street (estimated completion September 2023)

The Alta team will design traffic calming measures including preparation of 60%, 90%, and 100% directive layout exhibits (1"= 40'; dual panel), including probable material cost estimates at each submittal. These documents include directive layout depicting street names, proposed signing and striping, on-street parking, and "Quick-Build" curb extension and parklet designs. Proposed elements will be shown as well as necessary removals or eradication. The directive layout exhibits will be developed based on Nearmap aerial photography; no topographic survey will be gathered for this project. Alta will also develop probable material cost estimates at each design stage. Exhibits will include dimensions and directives to install the demonstration project improvements.

Alta will review the concept design developed in 2021 and make any necessary design changes to reflect changes over the intervening year. This updated concept will serve as the 30% design. The 60% plans will build upon this 30% design. Any substantive changes reflecting Mobility and Transportation Infrastructure Commission (MTIC) comments form 2021 or later will be incorporated into the 60% plans.

The directive plans will adhere to the latest California Manual on Uniform Traffic Control Devices (CA MUTCD) guidelines, NACTO Urban Design Guidelines, Caltrans Highway Design Manual, Chapter 1000, and any applicable City of South Pasadena standard plans. The plans will be prepared in AutoCAD. This task includes addressing one (1) round of consolidated and non-conflicting comments from the City following each submittal at the 60% and 90% stages. The anticipated sheet count is as follows: Title Sheet (1); Up to three (3) Directive Layout Sheets; Up to six (6) Traffic Control Sheets; Up to one (1) Detail Sheet (Total = 11 sheets).

Following approval of the 90% plans, the Alta team will coordinate materials purchase with the City and the City's 3rd-party installer of the demonstration project and traffic control company.

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3.2: Synchro Modeling (estimated completion September 2023)

The Alta team includes Iteris, who developed the initial traffic study for the Mission Street area. The team will perform analysis of up to five (5) Synchro model scenarios to help assess any potential issues with design alternatives. The Synchro modeling output will help inform the final design of the 6-month installation on Mission Street. As part of this task, Alta will review the previous Iteris traffic study and refer to it as needed during design. This task will include coordination assistance with City Staff and Metro for temporary signal timing changes at the Mission Street/Meridian Avenue signal during the duration of the demonstration project. Iteris staff will review the field equipment including controllers and signal preemption, review existing timing plans, coordinate meetings among Metro and City Staff to ensure standards and implementation needs are met, and develop new timing plans and coordinate the implementation of new timing plans. Up to five new signal timing plans will be developed for potential implementation.

3.3: Parklet Support & Installation Monitoring (estimated completion November 2023)

The Alta team (via subcontractor Arroyo Group) will support the Parklet installation by providing high-level exhibits indicating the final location, layout and extents for previously ordered parklet flooring, pots and other furniture elements. Additionally, Arroyo Group will prepare landscaping details for the installation of plant material in the previously ordered pots as well as graphic support imagery for proposed plant materials. The Arroyo Group will also be present on-site to support the installation of the parklets.

3.4 Final Directive Drawings for Residential Streets (estimated completion June 2023)

Alta will respond to one final round of comments on the directive drawings for the Residential Slow Streets as developed in 2021. Alta will assess the practicability of the comments and incorporate this feedback where appropriate into a final set of directive drawings and cost estimate. Alta will provide documentation for exclusion of feedback where justified.

Deliverables: 60% Directive Layout Exhibit Plans and Cost Estimate (Mission Street); 90% Directive Layout Exhibit Plans and Cost Estimate (Mission Street); 100% Directive Layout Exhibit Plans and Cost Estimate (Mission Street); Up to five (5) Synchro Modeling Scenarios (Mission Street); Plan exhibits indicating the final location, layout, and extents for previously ordered parklet flooring, pots, and other furniture elements. (Mission Street); Landscape details for installing plant material in the previously ordered pots. Details to include soil types and depths, sub-drainage systems, and plant material types, sizes, and spacing. (Mission Street); Provide graphic support imagery for proposed plant materials. (Mission Street); Final Directive Drawings for the Residential Slow Streets corridors..

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Task 4 – Installation of Residential Slow Streets (estimated completion June 2023)

The Alta team will install the residential Slow Street treatment per the December 2021 designs on Oak Street, Hermosa Street, and Grand Avenue. ActiveSGV will lead the installation of the residential streets and conduct outreach before installation per Task 2.

Deliverable: Installation of Residential Slow Streets materials (Oak Street, Hermosa Avenue, Grand Avenue)

Task 5 – Project Evaluation (estimated June 2024)

At the kickoff meeting, Alta will confirm goal-related evaluation criteria for the City. The evaluation methods will be based on the goals of the project. For the residential streets, survey feedback and community input will be used to evaluate those installations. A more robust set of tools will be used to evaluate the Mission Street demonstration project including a survey/questionnaires (scoped in Task 2.1), bicycle and pedestrian counts, and observations of user behavior. The bicycle and pedestrian counts will be conducted by sub-consultant AimTD. In addition to the bicycle and pedestrian counts, motorist speed, volume counts, and an on-street parking utilization count will be conducted. These metrics will help determine the effectiveness of the new design as well as assess parking impacts for businesses in the area.

The Evaluation Memo will synthesize the measurable and observational data gathered throughout the course of the project and will document public support for the types of interventions that are being piloted through the demonstration projects. The Alta team will document community input regarding the changes in street design at stakeholder meeting, survey information gather at farmers' market and website.

Deliverable: Evaluation Memo; Bicycle & Pedestrian Counts for Mission Street – one 24-hr weekday and one 24-hour weekend day, before and during demonstration (four [4] total counts); Parking Utilization Counts for Mission Street (three (3) two-hour counts on two (2) separate days, before and during demonstration (twelve [12] total 2-hour counts); Speed and Volume Counts – One 24-hour vehicular bi-directional count with speeds, before and during demonstration (two [2] total volume and speed counts).

Task 6 – Project Administration (estimated completion June 2024)

The Alta Team will adhere to the project schedules and protocols established in Task 1 at the kick-off meeting. Alta's Project Manager will regularly report to the City Project Manager, providing email updates and provide monthly invoices and progress reports. If there are any project schedule delays, Alta's Project Manager and the City's Project Manager will discuss and agree on strategies to correct and mitigate delay to keep the project on schedule.

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Deliverables: Attendance at up to twelve (12) project administration meetings with the City; Monthly Invoices and progress reports; Meeting summaries.

Task 7 – Parklet Design and Use (estimated completion November 2023)

Task 7 Exclusions: Cost Estimating, Phasing Strategies, Parking Studies or Management Programs, Surveying (design information based visual observations), Transportation Engineering, Lighting Design, Electrical Design, and Irrigation Design.

7.1: Full Parklet Design Process - Conceptual Design & Options

Arroyo Group will create a custom, uniquely South Pasadena branded outdoor dining parklet and/or options for creating a range of other, non-outdoor dining parklet programming directions.

- Prepare prototypical parklet designs that feature upgraded temporary improvement ideas and experiences from currently implemented solutions, building on the 2021 work that has been done for the project. All design features would remain moveable or removable in application and may also include new art and placemaking ideas, as well as potential new greening and shading.
- Work with City departments to ensure new parklet designs represent a coordinated approach to safety while also being aesthetically pleasing.
- Solicit and incorporate community feedback using the overall outreach structure and process outlined in Task 2 above. Conduct limited additional community engagement as needed, such as consultations with specific business owners, to create a community-approved parklet design direction.

Deliverables: Up to three (3) enlarged concept plans providing prototypical designs, concept plans will express the proposed layout and arrangement of new temporary elements such as: painting / striping, site furniture, planter pots, artwork / art intent, prefabricated shade structures / umbrellas, protective vehicular barriers, raised / pedestal paving areas, and any other elements needed to complete a comfortable and unique outdoor seating space; One (1) overall concept plan locating parklet prototypes at specific locations with contextual consideration within the framework of the complete project improvements; Support images for key elements and features; Conceptual sections/elevations, as needed, to convey design intent for any vertical Elements; Document research and options studied into alternative protective barrier solutions and aesthetic treatments; Summary report, 11 x 17 format.

7.2: Parklet Use Guidelines

Assist with setting up a permit process for local businesses to be responsible for implementing their own parklets, around the approved standardized design direction.

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- Provide a detailed document addressing liability, maintenance, implementing roles/responsibilities, and detailed architectural controls.
- A detailed outline of the parklet guidelines document will be prepared including standards and controls needed for this project and to maintain high-level craft and consistent quality for the new parklets across a range of potential implementing parties and staggered installation timings.
- Includes ideas regarding quality control measures, implementation responsibilities, and an overall process for execution of the parklets by local business owners.

Deliverable: Parklet guidelines document.

7.3: Full Parklet Design Process – Detailed Design

Required design documentation for construction bidding and implementation.

- Develop conceptual prototype designs to a detailed design level that could then be provided to a Contractor for implementation.
- Provide construction specifications as required.

Deliverables: Up to three (3) Enlarged Layout and Materials Plans, one for each parklet prototype indicating material / element callouts, element layout dimensions, spot grades, and any other information required to convey implementation intent for the parklets; One (1) Furniture Schedule indicating detailed supplier information including specific element model numbers, finishes, mounting types, and other information needed to procure prefabricated elements; Landscape Details, as required, to assist in implementation intent for the parklets; Planting Design / Planting Schedule, as required, with detailed information about plant types, sizes, and layout intent for any parklet planter pots; Technical Drawing Sheets, 24"x36" format; Construction Specifications, CSI 2016 format.

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EXHIBIT B

Project Fees

All amounts are paid directly to Consultant, Alta Planning + Design, Inc., and no payments are made to subcontractors.

Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

Total Fee: $232,336.00 (itemization described below)

Direct Expenses: $5,816.00 (components described below)

Travel and Printing: $3,000.00

Data Collection including Bicycle & Pedestrian Counts, Vehicle Volume & Speed Counts, and On-street Parking Utilization (before & during demonstration – on Mission Street): $2,816.00

Task 1 Fee – Project Initiation / Kickoff Meeting / Project Management: $3,000.00

Task 2 Fee – Community Outreach: $50,500.00

Task 3 Fee: $86,720.00 (components described below)

Task 3.1: Engineering Drawings for Mission Street (Fee = $45,000.00)

Task 3.2: Synchro Modeling (Fee = $28,000.00)

Task 3.3: Parklet Support & Installation Monitoring (Fee = $8,020.00)

Task 3.4: Final Directive Drawings for Residential Streets (Fee = $5,700.00)

Task 4 Fee – Installation of Residential Slow Streets: $30,500.00

Task 5 Fee – Project Evaluation: $16,600.00

Task 6 Fee – Project Administration: $13,200.00

Task 7 Fee: $26,000.00 (components described below)

Task 7.1: Full Parklet Design Process - Conceptual Design & Options (Fee = $12,000.00)

Task 7.2: Parklet Use Guidelines (Fee = $8,000.00)

Task 7.3: Full Parklet Design Process – Detailed Design (Fee = $6,000.00)

RESOLUTION NO. 7995

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to appropriate funds from Fund 207 – Proposition C Local Return to increase available funding for payment of outstanding invoices related to the design of the Mission Maintenance and Slow Street Project; and

WHEREAS, the proposed amendments are necessary to ensure the continuation of the capital improvement plan, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

Section 2. The Fiscal Year 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	Description	Amount
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
207-9010-9428-8170-000	Mission Maintenance & Slow Streets	$50,000
TOTAL:		**$50,000**

Section 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

Section 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima S. Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 21st day of January, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 19

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Bassam AL-Beitawi, Transportation Program Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7996 AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET FOR THE NORTH-SOUTH FAIR OAKS INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT PROJECT RABA01-5071(024) USING PROPOSITION C LOCAL RETURN FUNDS AND AUTHORIZE THE CITY MANAGER TO AMEND THE PURCHASE ORDERS ISSUED FOR THE PROJECT, REFUND ANY FUNDS TO CALTRANS AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE RESOLUTION NO. 7996**

Recommendation

It is recommended that the City Council:

a. Adopt Resolution No. 7996 amending the Fiscal Year 2025-2026 Capital Improvement Project budget for the North-South Fair Oaks Intelligent Transportation Systems Deployment Project to utilize $1,295,051.09 of Fund 207 (Proposition C Local Return).
b. Authorize staff to reconcile expenses from previous and current Fiscal Years to Proposition C in accordance with the budget.
c. Authorize the City Manager to amend the funding sources for the Purchase Orders issued to KOA/Lochner and Iteris Inc. to utilize the appropriated Proposition C Local Return Funds instead of currently approved funding sources.

Executive Summary

This is an amendment to the budget for the North-South Corridor Intelligent Transportation Systems (ITS) Deployment on Fair Oaks Avenue Project, specifically to cover project design costs utilizing Fund 207 (Proposition C Local Return).

Background

On August 12, 2004, the City of South Pasadena received $9,343,563 of Federal Highway Administration (FHWA) Rogan Funds (Bill No. HR 5394) for the construction of the SR-110 ramp. The project was not implemented because of right-of-way constraints and lack of technical studies and data.

In November 2019, FHWA and California Department of Transportation (Caltrans) informed staff of the Rogan funds lapsing at the end of 2019, unless the construction of the project proceeded immediately. To save the funds from lapsing, staff, in coordination with FHWA,

revised the scope of the project to reduce vehicular congestion and improve traffic flow along Fair Oaks Avenue between Huntington Drive and Columbia Street. In its request, the City committed to using local funds for design and requested funding for construction only. Staff have continued to work with FHWA and Caltrans and have been able to extend the lapse date of the Project's funds (Cooperative Work Agreement) to June 30, 2027. Therefore, the construction phase must be completed by no later than February 2027 to secure fund availability and City reimbursement before June 30, 2027.

On August 18, 2021, KOA/Lochner was awarded a Professional Services Agreement for Engineering Design Services for the Project. To keep the project active with Caltrans, the City submitted several invoices for design work and received $261,137.37 in reimbursements. As the Rogan funds were only intended for construction, Caltrans has noted that any reimbursements will be deducted from the total $9,343,563 grant. This means that currently, only $9,082,425.63 is available for construction.

On March 4, 2026, City Council approved a Professional Services Agreement (PSA) Amendment with Iteris Inc. to complete the engineering design services for the project, as the KOA/Lochner design was not completed within the timeframe committed to, and to aid in meeting funding deadlines. The City terminated its agreement with KOA/Lochner on March 10, 2026.

Analysis

Staff has worked closely with KOA/Lochner since 2021 to develop the Project's design, however, due to staff turnover, lack of coordination with subconsultants, delayed consultation with Caltrans, and lack of adherence to approved scope, KOA/Lochner has not met their obligation to complete the design by the January 2, 2026 date on their latest project schedule, which raises the City's concerns about completing the project within the timeframe required to comply with federal funding guidelines. Staff has discussed the status of the KOA/Lochner design progress with the City Attorney's office in early 2026.

To meet funding expiration deadlines, Staff requested a proposal from Iteris, Inc. to complete the project design. Following several discussions, Iteris agreed to an additional scope of work for a Not-to-Exceed amount of $483,558 which was approved by Council on March 4, 2026.

Proposition C is funded by two 1/2 cent sales tax measures approved by Los Angeles County voters to finance a Transit Development Program. Twenty percent of the Proposition C tax is designated for the Local Return (LR) Program funds to be used by cities and the County (Jurisdictions) in developing and/or improving public transit, paratransit, and the related transportation infrastructure. As this LR Program benefits transit corridors, the City is limited to the facility improvements it can implement with these funds. Jurisdictions have three years to expend LR funds; funds must be expended within three years of the last day of the fiscal year in which funds were originally allocated. Of the City of South Pasadena's $2.2M LR fund balance, $692,190 are set to lapse on June 30, 2026 and would need to be returned to LA Metro.

City staff have reviewed the LA Metro guidelines and have assessed that the North-South Fair Oaks ITS Deployment Project falls under the Signal Synchronization & Traffic Management (Project Code 400) use, and is eligible for Proposition C LR funds. City staff also discussed the use of these lapsed funds with LA Metro staff and they agreed that they can be used for the North-South Fair Oaks ITS Deployment Project.

Staff recommends City Council to approve amending the funding sources for both the KOA/Lochner and Iteris Purchase Orders to utilize Proposition C LR funds and authorize the City Manager to take such actions to effectuate this change in funding. This funding amendment will allow the City to utilize otherwise lapsing Proposition C LR funds and bring the available construction funding for the Project back to the original $9,343,563 grant.

Fiscal Impact
The North South Corridor Intelligent Transportation Systems (ITS) Deployment Project is currently supported by the following encumbered accounts. The proposed budget amendment will reduce the current budget from the various existing funding sources and increase increase the Prop C fund by the same amount, effectively transferring funding for the design from multiple funding sources to Prop C and freeing up those other funding sources for construction.

Account Number	Prior Years Budget	Current Budget	Proposed Budget
Various Funding Sources FY23-24 through FY 24-25	$344,459.46	$0	$0
108-9010-9161-8170-000	$0	$46,930.87	$0
214-9010-9161-8170-000*	$0	$397,654.81	$0
233-9010-9161-8170-000	$0	$250,000	$0
236-9010-9161-8170-000	$0	$250,000	$0
255-9010-9161-8170-000	$0	$6,005.95	$0
207-9010-9161-8170-000	$0	$0	$1,295,051.09
Total:	**$344,459.46**	**$950,591.63**	**$1,295,051.09**

These funds are fully committed under the existing contracts with KOA/Lochner and Iteris. In addition, Fund 214 is restricted exclusively to construction-related expenses.

Key Performance Indicators and Strategic Plan
This item is related to street improvement goals in the City Council's 2025 compilation of priorities.

Commission Review and Recommendation
The Project was discussed with the Public Works and Infrastructure Commission (PWIC) Mobility on August 27, 2025.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the publicly noticed agenda and posting of the same agenda and reports on the City’s website.

Environmental Analysis
The Project meets the requirements of California Environmental Quality Act Guidelines Section 15301 for Class 1, Existing Facilities, as the Project is consistent with Sections 15301(c) and 15301(d) listed. The City posted a Notice of Exemption with the State

Clearinghouse on October 23, 2025, and with the Los Angeles County Registrar Clerk Recorder on October 30, 2025.

Attachment:
Attachment 1 - Resolution No. 7996

RESOLUTION NO. 7996

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, on March 4, 2026, City Council adopted Resolution No. 7983 to amend the Fiscal Year 2025-2026 Budget as follows:

Revenue Account No.	Description	Amount
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
400-9000-9010-9161-233	North-South Corridor ITS Deploy	$250,000
400-9000-9010-9161-236	North-South Corridor ITS Deploy	$250,000
TOTAL:		**$500,000**

WHEREAS, subsequent to adoption, the City has identified a need to appropriate funds from Fund 207- Proposition C Local Return Fund to utilize lapsing funds for design of the North-South Corridor Intelligent Transportation Systems Deployment on Fair Oaks Avenue Project (RABA01-5071(024)); and

WHEREAS, the proposed amendments are necessary to ensure the continuation of the capital improvement plan, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendments and finds them to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

Section 2. The Fiscal Year 2025-2026 Adopted Budget is hereby replaced with the table below:

Revenue Account No.	Description	Amount
	NOT APPLICABLE	
TOTAL:		

Expenditure Account No.	Description	Amount
207-9010-9161-8170-000	North-South Corridor ITS Deploy	$1,295,051.09
TOTAL:		**$1,295,051.09**

Section 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

Section 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima S. Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 15th day of April, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 20

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TAKE TO TWO LLC., FOR FILM PROGRAM CONSULTANT SERVICES, IN THE AMOUNT OF $69,700, FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF $99,700, AND ADOPTION OF RESOLUTION NO. 7997 APPROVING A BUDGET AMENDMENT TO APPROPRIATE $69,700 TO FUND THE PROPOSED AMENDMENT**

Recommendation

It is recommended that the City Council:

1. Approve the amendment to the professional services agreement with Take to Two LLC., for film program consultant services, in the amount of $69,700, for a new total not to exceed amount of $99,700 and amend the termination date; and
2. Adopt Resolution No. 7997, approving a budget amendment to appropriate funds in the amount of $69,700 to Account No. 101-2010-2011-8180-000 (Contract Services) and in revenue Account No. 101-0000-0000-4445-000 (Filming Permits)

Executive Summary

The City currently contracts with Two LLC to provide film permitting and liaison services. The existing agreement began October 1, 2025 and expired on February 28, 2026. Following the resignation of the City's current film liaison consultant, staff evaluated long-term service delivery options and determined that bringing the film liaison function back in-house would provide greater operational consistency and program oversight. This approach was approved by the City Council at its March 18, 2026 meeting.

To ensure continuity of services during this transition, the proposed amendment would extend consultant services for the period of March through June 2026 in an amount not-to-exceed $69,700, for a total contract amount not-to-exceed $99,700. This extension will support ongoing film permitting operations, allow for completion of a film permitting website, and ensure a smooth transition to a newly hired in-house film liaison.

Background

On October 1, 2025, the City entered into a Professional Services Agreement with Go To Two LLC to provide film program consultant services, including coordination of film permits and acting as liaison between productions and City departments. The agreement established a term through February 28, 2026 and a not-to-exceed compensation amount of $30,000. The agreement has since expired, and services have continued on an interim basis while staff

evaluated next steps.

Staff evaluated service delivery options and recommended bringing the role in-house. This direction was approved by the City Council on March 18, 2026, and recruitment is currently underway.

Analysis
The proposed amendment is necessary to ensure uninterrupted operation of the City's film permitting program and during the City's transition to an in-house service model.

Film permitting is a specialized and time-sensitive function that requires ongoing coordination across multiple departments, including Police, Fire, Public Works, and Community Development. Without the proposed extension, the City would experience a gap in service that could result in delayed or canceled productions, loss of revenue, and diminished service reliability for industry partners. Maintaining continuity during this transition period is critical to protecting both operational efficiency and the City's reputation as a film-friendly jurisdiction.

The City Council has already provided policy direction to transition the film liaison function back in-house, and recruitment for this position is currently underway. However, hiring and onboarding a new staff member requires sufficient time to ensure proper training, institutional knowledge transfer, and continuity of service. The proposed extension provides a structured and limited-term bridge that allows for overlap between the consultant and incoming staff, reducing operational risk and ensuring a seamless transition.

Additionally, the consultant is currently leading the development of a film permitting website intended to modernize and streamline the City's permitting process. Completion of this platform is a key operational improvement that will enhance customer experience, improve internal efficiency, and support long-term program sustainability. Extending the agreement ensures that this work is completed by the consultant who has been leading its development, allowing for a complete and functional handoff to City staff.

The proposed amendment increases the contract amount by $69,700, for a total not-to-exceed amount of $99,700. While this represents an increase in contract authority, it is a time-limited investment necessary to avoid service disruption, support implementation of organizational changes, and complete critical program improvements already underway.

This amendment is consistent with the terms of the original agreement, which allows for extensions by written amendment when authorized by the City. Staff has evaluated alternatives, including immediate termination of consultant services; however, doing so would create operational gaps and undermine the City's ability to effectively manage ongoing film activity during this transition period.

For these reasons, staff recommends approval of the amendment as a prudent and necessary step to ensure continuity, support organizational transition, and maintain high-quality service delivery.

Fiscal Impact
The proposed amendment will increase the contract amount by $69,700, for a total not-to-exceed contract amount of $99,700.

The City's film permitting program is a revenue-generating program, with permit fees and associated cost recovery charges that offset the costs of administering the program. Based on current and anticipated film activity, revenues generated through film permitting are sufficient to cover the costs associated with the proposed amendment. The proposed appropriations in the amount of $69,700 to Account No. 101-2010-2011-8180-000 (Contract Services) and revenue Account No. 101-0000-0000-4445-000 (Filming Permits) respectively will fund the proposed amendment, utilizing the revenue generated through the program.

As such, the extension of these services is expected to remain cost-neutral to the General Fund while ensuring continued revenue generation and uninterrupted service delivery during the transition period.

Attachment:
Attachment No. 1- Proposed Amendment
Attachment No. 2- Professional Services Agreement with Go to Two LLC
Attachment No.3- Proposed Resolution No. 7997

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS FIRST AMENDMENT ("Amendment") is made as of March 1, 2026 by and between the CITY OF SOUTH PASADENA ("CITY") and GO TO TWO LLC. ("CONSULTANT').

RECITALS

WHEREAS, on October 1, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Film Program Consultant Services; and

WHEREAS, the original Agreement was in the amount of $30,000, which included all expenses and project costs defined in the Scope of Services; and

WHEREAS, the CITY desires to execute the first amendment to the Agreement to extend the term through June 30, 2026, and increase the total contract in an amount not to exceed of $69,700, for a new aggregrate total of Agreement and Amendment sum total of $99,700;

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. That Section 3.3 "Approved Fee Schedule" of the Agreement is hereby amended to read as follows:

   "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and Exhibit B-1 and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

2. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:

   "Maximum Amount": The highest total compensation and cost payable to Consultant by City under this agreement. The Maximum Amount under this Agreement is $99,700 Dollars (Ninety-Nine Thousand Seven Hundred Dollars).

3. That Section 3.5 “Termination Date” of the Agreement is hereby amended to read as follows:

   “Termination Date”” June 30, 2026

4. Exhibit B-1 attached to this Amendment is hereby added to the Agreement.

5. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

By:_____
Signature

Printed: Todd Hileman

Title: City Manager

“Consultant”
Consultant Name

By:_____
Signature

Printed: Hannah Singleton

Title: Consultant

_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Exhibit B-1

Prepared for:
City of
South Pasadena

Prepared by:
Hannah Singleton

GO TO TWO LLC.

hsingleton@southpasadenaca.gov
Work Cell: 626.375.9640
Personal: 602.315.3263

OVERVIEW

This proposal is for freelance consulting services to handle all the City of South Pasadena's Permitting Services – specifically related to Filming. From scouting, posting, PD and FSO assignments, fee collection, and more.

SERVICE OFFERED

The following service is proposed to address permitting needs:

- Cross-department coordination; PD, FSO, Parks, and more
- Act as Production Liaison and the City Liaison
- Oversee all posting requests and make sure they can be accommodated, or offer other solutions if unable

PROJECT SCOPE

This engagement will cover the period starting March 1st, 2026, and terminating on June 30th, 2026 (end of 25-26 FY). Unless extended by both parties.

COMPETITIVE ADVANTAGE

Unlike traditional travel consultants, a fully customized and strategic approach is provided, blending data-driven insights with industry expertise. A background in hospitality and high-end production and filming solutions ensures that Go To Two LLC gains a competitive edge in permitting services.

PRICING & PAYMENT TERMS

Hourly Rate: **$115/hr.**

Max: **No limit, hours flex with permitting influx and needs.**

Hours will be billed monthly, with a NET30

Next steps

To proceed, please review the proposal and provide the necessary contract for signing.

WORK HAS NOT STOPPED IN THIS INTERIM PERIOD

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of South Pasadena / Go To Two LLC)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and **Go To Two LLC** ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Film Program Consultant Services.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Exhibit A, attached hereto.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Nick Kimball, Assistant City Manager/ Chief Financial Officer. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

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fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Thirty- Thousand Dollars ($30,000).

3.5. “Commencement Date”: October 1, 2025

3.5. “Termination Date”: February 28, 2026

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Hannah Singleton shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by

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the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any

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benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

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11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Film Program Consultant Services
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence, $2,000,000 aggregate

- General Liability:

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- General Aggregate: $2,000,000
- Products Comp/Op Aggregate $2,000,000
- Personal & Advertising Injury $2,000,000
- Each Occurrence $2,000,000
- Fire Damage (any one fire) $ 100,000
- Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. P**rofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

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12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Nick Kimball, Assistant City Manager/ Chief Financial Officer, South Pasadena, CA 91030.

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12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

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prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City	If to Consultant
Nick Kimball City of South Pasadena 1414 Mission Street South Pasadena, CA 91030 Telephone: (626) 403-7230 Facsimile: (626) 403-7241	Go To Two LLC

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richard Watson Gershon
350 South Grand Ave., 37th Floor
Telephone: (213)626-8484

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have

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the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

Docusign Envelope ID: A014040D-3DA3-4729-85D0-7AE08565270D

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant 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 Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: Signed by: Todd Hileman 5CF386AC460044B... _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 1/29/2026

"Consultant"
Go To Two LLC

By: Signed by: Hannah Singleton 59653FF86AF647A... _____
Signature

Printed: Hannah Singleton

Title: Consultant

Date: 1/29/2026

Attest:

Docusign Envelope ID: A014040D-3DA3-4729-85D0-7AE08565270D

Signed by:
Nikima S. Newsome
By:_____
A281FB1398EA487...
Nikima Newsome
Chief City Clerk

Date: 2/3/2026

Approved as to form:

DocuSigned by:
Roxanne M. Diaz
By:_____
A7800E5CA8A241F...
Roxanne Diaz, City Attorney

Date: 1/29/2026

Docusign Envelope ID: A014040D-3DA3-4729-85D0-7AE08565270D

Exhibit A- Scope of Services

Prepared for:
City of
South Pasadena

Prepared by:
Hannah Singleton

GO TO TWO LLC.

hsingleton@southpasadenaca.gov
Work Cell: 626.375.9640
Personal: 602.315.3263

Docusign Envelope ID: A014040D-3DA3-4729-85D0-7AE08565270D

OVERVIEW

This proposal is for freelance consulting services to handle all the City of South Pasadena's Permitting Services – specifically related to Filming. From scouting, posting, PD and FSO assignments, fee collection, and more.

SERVICE OFFERED

The following service is proposed to address permitting needs:

- Cross-department coordination; PD, FSO, Parks, and more
- Act as Production Liaison and the City Liaison
- Oversee all posting requests and make sure they can be accommodated, or offer other solutions if unable

PROJECT SCOPE

This engagement will cover the 6-month period starting October 1st, 2025, and terminating on February 28 , 2026. Unless extended by both parties.

COMPETITIVE ADVANTAGE

Unlike traditional travel consultants, a fully customized and strategic approach is provided, blending data-driven insights with industry expertise. A background in hospitality and high-end production and filming solutions ensures that Go To Two LLC gains a competitive edge in permitting services.

Docusign Envelope ID: A014040D-3DA3-4729-85D0-7AE08565270D

Exhibit B- Approved Fee Schedule

PRICING & PAYMENT TERMS

Hourly Rate**: $85/hr.**

Max: **No limit, hours flex with permitting influx and needs.**

Hours will be billed monthly, with a NET30

Next steps

To proceed, please review the proposal and provide the necessary contract for signing.

WORK HAS NOT STOPPED IN THIS INTERIM PERIOD

RESOLUTION NO. 7997

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City Council of the City of South Pasadena adopted the Fiscal Year 2025-2026 Budget on August 20, 2025, establishing the City's financial plan for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, subsequent to adoption, the City has identified a need to amend the budget to appropriate funds to fully fund the City's Film Program Consultant Services during Fiscal Year 2025-2026; and

WHEREAS, the proposed amendments are necessary to ensure the continued delivery of essential services, maintain fiscal responsibility, and align City resources with City Council priorities; and

WHEREAS, the City Council has reviewed the proposed amendment and finds it to be in the best interest of the City and its residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are hereby declared to be true and correct and are incorporated herein as if set forth in full.

Section 2. The Fiscal Year 2025-2026 Adopted Budget is hereby amended as set forth in the table below:

Revenue Account No.	**Description**	**Amount**
101-0000-0000-4445-000	Filming Permits	$69,700
TOTAL:		$69,700
Expenditure Account No.	**Description**	**Amount**
101-2010-2011-8180-000	Contract Services	$69,700
TOTAL:		$69,700

Section 3. The City Manager, or their designee, is authorized and directed to implement the budget amendments, including transfers, appropriations, and related accounting entries, in accordance with this resolution.

Section 4. The City Manager is further authorized to make minor adjustments and technical corrections consistent with the intent of this resolution.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. 7997 was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 15th day of April, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 21

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Michael Lau, Public Works Project Manager

SUBJECT: **CONSIDERATION OF THE AWARD OF A CONSTRUCTION CONTRACT TO RAMCO CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED $91,885.00 FOR THE LIBRARY NORTHEAST RAMP LIGHTING PROJECT (PROJECT NO. 5149)**

Recommendation

It is recommended that the City Council:

a. Approve the plans and specifications for the Library Northeast Ramp Lighting Project (Project);
b. Award a construction contract to RAMCO Construction, Inc. for construction services for the Project not to exceed $91,885.00, including the proposed bid amount of $79,900.00 and a 15% contingency of $11,985.00;
c. Reject all other bids received;
d. Find that the Project is exempt from CEQA pursuant to Section 15301, Class 1 "existing facilities."; and
e. Authorize the City Manager to execute the Contract.

Executive Summary

The City's Fiscal Year (FY) 2025-2026 Capital Improvement Program (CIP) includes improvements at the Library Northeast Ramp. This item proposes the approval of a contract for the construction of the Project.

Background

The City's Public Works Department (PWD) is responsible for developing and implementing the City's CIP, including improvements to City infrastructure. The award of a contract (Attachment 1) to a construction vendor for Library Facilities improvements is subject to approval by City Council as a Public Works Contract pursuant to the South Pasadena Municipal Code.

Analysis

The Project work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the specifications and contract documents, consisting of new handrails, lighting, building exterior wall waterproofing, and construction of a concrete drainage swale.

The City of South Pasadena PWD solicited a Public Works Bid to general contractors through a Notice Inviting Bids posted on the PlanetBids website on February 3, 2026. In addition, the solicitation was again advertised on the Dodge Construction Network, Bid America, and Kern County Builders Exchange, and published in the South Pasadena Review on February 6, 2026. The advertisement included the project plans, specifications, engineer's estimate, and other contract documents.

The Engineer Division and Building and Safety Division has reviewed and approved the plans and specifications for this Project which are reasonable and meet professional engineering standards. Award of this Public Works Bid requires City Council approval. Therefore, it is recommended that the City Council approve the Project plans and specifications (Attachments 2 & 3).

Through the bid period, ending March 4, 2026, ten (10) bids were received from the following vendors:

Bidder No.	Bidder	Bid Amount
1	Ramco	$79,900
2	Elegant	$107,000
3	OrangeBlue	$107,000
4	R Dependable	$150,010
5	Vandert	$150,854
6	Corner	$167,700
7	Axiom	$174,084
8	YMC	$189,000
9	Hart	$200,000
10	Leonida	$254,000

South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XI describes the City's purchasing rules. Specifically, SPMC Section 2.99-39 defines the purchasing procedure to award a Public Works Contract to the lowest responsible bidder. Contracts resulting from competitive bidding are awarded based on the lowest responsible bidder who submitted a bid that was responsive to the solicitation request.

Ramco Construction, Inc., is located in the City of Sylmar, California and is the lowest responsible bidder. Ramco has experience in miscellaneous concrete work, building renovations, and metal work and is appropriately licensed and qualified to perform the work.

Fiscal Impact
Funding for this project has been adopted in the FY 2025-2026 Budget under the Library Northeast Ramp CIP Project (No. 5149), with $59,919 budgeted for FY2025-2026 to the Project Account No. 105-9004-9322-8170-000.

Following a prioritization review of Police Department facilities, the Locker Room project was awarded for design earlier this year. Consequently, the Front Counter and Briefing Room projects, Project Numbers No. 105-9001-9231-8170-000 and No. 105-9001-9230-8170-000 have been deferred to future fiscal years, allowing their current appropriations to be reallocated to the Library Northeast Ramp.

Adequate funding for this project is available within Fund 105 for FY 2025-2026. Staff proposes a budget transfer from the Police Department's Front Counter and Briefing Room projects to fund the construction of the Library Northeast Ramp.

Key Performance Indicators and Strategic Plan
This item is related to 2025 City Council Goal 2C (Infrastructure – Library Improvements).

Commission Review and Recommendation
This item was not reviewed by a City Commission.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Environmental Analysis
The Project involves maintenance to the Library ADA Ramp. Staff has evaluated the project for potential environmental impacts and determined that it qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) pursuant to Section 21084 of the Public Resources Code and State CEQA Guidelines Article 19, Section 15301, Class 1 (Existing Facilities).

Staff recommends that the City Council find the project categorically exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15301, Class 1, as the Project consists of repair and maintenance of existing facilities involving no expansion of use.

Attachment:
Attachment 1 Contract LibNERamp
Attachment 2 Plans LibNERamp
Attachment 3 Specification LibNERamp
Attachment 4 Bid Addenda LibNERamp

CONTRACT AGREEMENT

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this _____ day of_____, 20__ *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and _____ a _____
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of _____, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** Library Northeast Ramp Project (0051749)
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of: Removal of existing non complaint ramp handrails; Removal of existing metal curb/barrier on northside of walkway and replacement with new guardrail to match existing guardrail; Installation of new ADA compliant handrail along the entire guardrail with integrated low voltage LED lighting pucks to illuminate surface of accessible route (PRODUCT or approved equal); Furnishing and installation of all electrical conduit, conductor, connections, drivers; furnishing of 20 duplicate LED fixtures and installation tools as attic stock for maintenance needs; Installation of two lighting bollards adjacent to at grade pathway (PRODUCT or approved equal); Removal of door closer at Library existing balcony, replace with spring hinges in lieu of door closer; Excavate along the north library wall a minimum of 3 feet below grade and install waterproofing barrier on building exterior wall (PRODUCT or approved equal); Backfill and compact excavated soil and construct new concrete drainage swale and subterranean drain pipe connecting to drainage near library loading dock; Install new flexible joint between new concrete swale and building wall (PRODUCT or approved equal).

Deferred Approval: Submittal for Electrical Wiring, Transformers, Controls, Title 24 Forms.

The limits of work include:

South Pasadena Library
817 Mound Ave
South Pasadena, CA 91030

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005149
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums
- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of $ Seventy-Nine Thousand, Nine Hundred Dollars, ($79,900.00).
5) **Time of Completion:** Forty (40) Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.
6) **Liquidated Damages:** $2,800 for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.
7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

Emilio Ramirez
Ramco General Engineering Contractors, Inc.
P.O. Box 920878
Sylmar, CA 91392

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20__ *(Council Action Date)*

CONTRACTOR: _____
[CONTRACTOR'S BUSINESS NAME]

_____
CONTRACTOR's Sign Name, Title

CONTRACTOR's License No. _____

AGENCY: _____
Todd Hileman, City Manager
City of South Pasadena

ATTESTED: _____
Nikima Newsome, Chief City Clerk
City of South Pasadena

APPROVED AS
TO FORM: _____
Roxanne Diaz, City Attorney
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

SOUTH PASADENA LIBRARY RAMP UPGRADE

1115 EL CENTRO STREET
SOUTH PASADENA, CA, 91030

BUILDING AND SAFETY APPROVED
REVIEWED FOR SUBSTANTIAL COMPLIANCE ONLY.
SUBJECT TO FURTHER REVIEW AND CORRECTIONS.
VIOLATION OF APPLICABLE CODES, LAWS OR ORDINANCES IS STRICTLY PROHIBITED DESPITE CONTENTS OF THESE PLANS. ALL REVISIONS OR DEVIATIONS FROM THESE PLANS REQUIRE PRIOR BUILDING OFFICIAL APPROVAL.
9/13/2025, 12:30:47 PM
SP-BLD25-0393-ELE25-0280

CODES AND REGULATIONS

2022 CALIFORNIA EXISTING BUILDING CODE

2022 CALIFORNIA BUILDING CODE 11B FOR PUBLIC ACCOMMODATIONS

2010 ADA STANDARDS

PROJECT TEAM

CLIENT | OWNER:

City of South Pasadena
1115 El Centro Street
South Pasadena, CA, 91030
Contact: Alex Main
Email: alex.main@southpasadenaca.gov

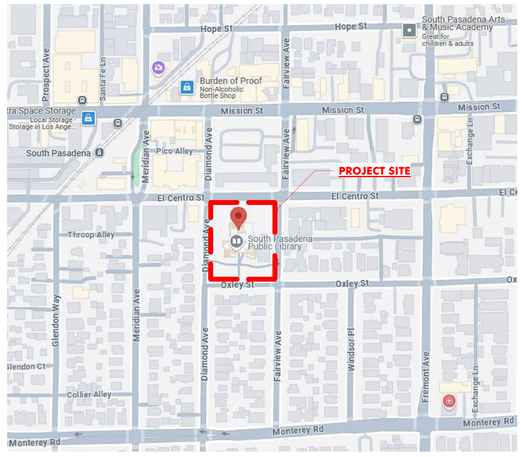
ARCHITECT:

ONYX Architects, Inc.
2540 East Colorado Boulevard
Pasadena, CA 91107
Contact: Stephen Kuchenski
Email: skuchenski@onyxarchitects.com
Tel: 626.405.8001

SITE MAP / SCOPE OF WORK



VICINITY MAP



SCOPE OF WORK

SOUTH PASADENA LIBRARY NORTHEAST RAMP AND WALKWAY IMPROVEMENTS: ACCESSIBLE ROUTE IMPROVEMENTS AND RELATED LIGHTING IMPROVEMENTS TO EXISTING EXTERIOR WALKWAY, RAMP AND EXIT DOOR, INCLUDING RELATED DRAINAGE REPAIRS.

SCOPE OF WORK DESCRIPTION:

1. REMOVAL OF EXISTING NONCOMPLIANT RAMP HANDRAILS.
2. REMOVAL OF EXISTING METAL CURB/BARRIER ON NORTH SIDE OF WALKWAY AND REPLACEMENT WITH NEW GUARDRAIL TO MATCH EXISTING ADJACENT GUARDRAIL.
3. INSTALLATION OF NEW ADA COMPLIANT HANDRAIL ALONG ENTIRE GUARDRAIL. HANDRAIL WILL HAVE INTEGRAL LOW VOLTAGE LED LIGHTING PUCKS TO ILLUMINATE SURFACE OF ACCESSIBLE ROUTE.
4. INSTALLATION OF LIGHTING BOLLARDS ADJACENT TO EXISTING TREES.
5. REMOVAL OF DOOR CLOSER AT LIBRARY EXISTING BALCONY AND INSTALLATION OF SPRING HINGES IN LIEU OF CLOSER.
6. INSTALLATION OF NEW CONCRETE DRAINAGE SWALE AND DRAINPIPE AT NORTH WALL OF LIBRARY.
7. RELATED WORK / DEFERRED APPROVAL: ELECTRICAL WIRING, TRANSFORMERS, CONTROLS, AND RELATED TITLE 24 FORMS.

RELATED WORK UNDER SEPARATE PERMIT (IF PERMIT IS REQUIRED BY CITY):

REMOVAL OF EXISTING GRAVEL, INSTALLATION OF BELOW-GRADE WATERPROOFING AND DRAINAGE ON EXISTING BUILDING WALL, AND REINSTALLATION OF GRAVEL PRIOR TO INSTALLATION OF CONCRETE DRAINAGE SWALE (#6 ABOVE)

GENERAL NOTES

EXISTING DEFICIENCIES TO BE CORRECTED BY THIS WORK:

1. EXISTING LEVEL HANDRAIL EXTENSIONS DO NOT ALIGN WITH TRANSITION FROM RAMP TO LANDING. NEW HANDRAILS WILL COMPLY WITH 11B-505.10 EXC. #3.
2. EXIT DISCHARGE IS NOT CURRENTLY PROVIDED WITH ILLUMINATION PER CBC 1008.2.3 EXC. #2. NEW HANDRAILS WILL BE PROVIDED WITH INTEGRAL LIGHTING FOR RAMP AND WALKWAY.

CODE ANALYSIS - ACCESSIBLE PATH OF TRAVEL IMPROVEMENTS FOR ALTERATIONS:

THE SCOPE OF WORK IS LIMITED TO THE ACTUAL SCOPE OF THE PROJECT AND DOES NOT TRIGGER ADDITIONAL PATH OF IMPROVEMENTS IN CBC 11B-202.4, ACCORDING TO THE FOLLOWING CODE REFERENCES:

CBC 202.4 EXC. #3.1 AND 3.5 FOR BUILDING ENTRY DOOR AND HANDRAIL ALTERATIONS.

CBC 202.4 EXC. #7 FOR ELECTRICAL WORK NOT INVOLVING PLACEMENT OF SWITCHES OR RECEPTACLES.

THE EXISTING HANDRAILS AND GUARDRAILS ARE NOT PRESENTLY CONSIDERED HISTORIC.

MAINTENANCE NOTES

1. CONTRACTOR IS RESPONSIBLE FOR TRAINING CITY MAINTENANCE STAFF ON HOW TO REPLACE AND MAINTAIN LIGHTS.
2. CONTRACTOR TO PROVIDE 40 ADDITIONAL LED LIGHTS AS 'ATTIC STOCK' FOR FUTURE REPLACEMENTS.

PROJECT SUMMARY

SITE ADDRESS:	1115 EL CENTRO STREET, SOUTH PASADENA, CA, 91030
ZONING:	INSTITUTIONAL
OCCUPANCY TYPE:	NOT APPLICABLE (UNOCCUPIED RAMP)
CONSTRUCTION TYPE:	TYPE-V-B
FIRE SPRINKLER SYSTEM:	(NO CHANGE) EXISTING NOT SPRINKLERED
OVERLAY PLAN:	DOWNTOWN SPECIFIC PLA (DTSP)
LEGAL DESCRIPTION:	----
ASSESSOR'S PARCEL NUMBER:	----
SITE AREA | Acres (SF):	----
BUILDING AREA (GROSS):	(NO CHANGE)
BUILDING HEIGHT: STORIES	(NO CHANGE) ONE-STORY AND BASEMENT
LOT COVERAGE:	(NO CHANGE)
PARKING SUMMARY:	(NO CHANGE)
BICYLING PARKING SUMMARY:	(NO CHANGE)

SHEET INDEX

GENERAL

G-000	TITLE SHEET

ARCHITECTURAL

A-000	SITE PLAN
A-100	ENLARGED SITE PLAN
A-800	TYPICAL DETAILS

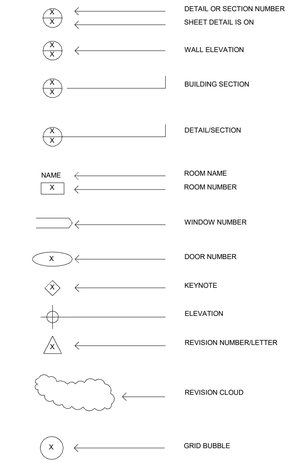
ELECTRICAL

E001	ELECTRICAL SYMBOL LIST, PROJECT NOTES AND SHEET INDEX
E002	ELECTRICAL SPECIFICATIONS
E100	OVERALL ELECTRICAL SITE PLAN
E101	ENLARGED ELECTRICAL SITE PLAN
E201	ELECTRICAL DETAILS
E301	ELARGED PHOTOMETRIC SITE PLAN

ABBREVIATIONS

&	AND	LAB.	LABORATORY
∠	ANGLE	LAM.	LAMINATE
@	AT	LAV.	LAVATORY
℄	CENTERLINE	LKR.	LOCKER
Ø	DIAMETER ROUND OR PHASE	LT.	LIGHT
#	POUND OR NUMBER	LVR.	LOUVER
A.B	ANCHOR-BOLT	L.W.	LIGHTWEIGHT
A/C	AIR CONDITIONING		
ACOUS.	ACOUSTICAL	MAS.	MASONRY
A.C.T.	ACOUSTICAL TILE	MAX.	MAXIMUM
A.D.	AREA DRAIN	M.C.	MEDICINE CABINET
ADJ.	ADJUSTABLE	MECH.	MECHANICAL
A.F.F.	ABOVE FINISH FLOOR	MEMB.	MEMBRANE
AGGR.	AGGREGATE	MET.	METAL
ALT.	ALTERNATE	MFR.	MANUFACTURER
ALUM.	ALUMINUM	MH.	MANHOLE
APPROX.	APPROXIMATE	MIN.	MINIMUM
ARCH.	ARCHITECTURAL/ARCHITECT	MIR.	MIRROR
ASB	ASBESTOS	MISC.	MISCELLANEOUS
ASPH.	ASPHALT	M.O.	MASONRY OPENING
		MOD.	MODULAR
BD.	BOARD	MT.	MOUNT
BITUM.	BITUMINOUS	MTD.	MOUNTED
BLDG.	BUILDING	MATL.	MATERIAL
BLK.	BLOCK	MUL.	MULLION
BLKG	BLOCKING		
BM.	BEAM	N.	NORTH
BOT.	BOTTOM	N.I.C.	NOT IN CONTRACT
BSMT	BASEMENT	NO. OR #	NUMBER
BUR.	BUILT-UP ROOFING	NOM.	NOMINAL
BN.	BULLNOSE	N.T.S.	NOT TO SCALE
CAB.	CABINET	O.A.	OVERALL
C.B.	CONCRETE BRICK	O.C.	ON CENTER
CEM.	CEMENT	O.D.	(DIM) OUTSIDE DIAMETER
CER.	CERAMIC	OFF.	OFFICE
C.F.	CUBIC FOOT	OH.	OVERHEAD
C.G.	CORNER GUARD	OPNG.	OPENING
CLG.	CEILING	OPP.	OPPOSITE
C.I.	CAST IRON	PL.	PLATE
CLR.	CLEAR	P.LAN.	PLASTIC LAMINATE
C.M.U.	CONC. MASONRY UNIT	PLAS.	PLASTER
CNTR.	COUNTER	PLYWD.	PLYWOOD
C.O.	CASED OPENING	PLUMB.	PLUMBING
COL.	COLUMN	PNT.	PAINT
CONC.	CONCRETE	PR.	PAIR
CONN.	CONNECTION	PRCST.	PRE-CAST
CONSTR.	CONSTRUCTION	PREFAB.	PREFABRICATED
CONT.	CONTINUOUS	PT.	POINT
CONTR.	CONTRACTOR	PTD.	PAINTED
CPT.	CARPET	P.T.DISP	PAPER TOWEL DISPENSER
CSK.	COUNTERSINK	PTN.	PARTITION
C.T.	CERAMIC TILE	PVC.	POLYVINYL CHLORIDE
C.Y.	CUBIC YARD		
DBL.	DOUBLE	Q.T.	QUARRY TILE
DEMO.	DEMOLISH		
DET.	DETAIL	R.	RISER
D.F.	DRINKING FOUNTAIN	R.A.	RETURN AIR
DIAG.	DIAGONAL	RAD.	RADIUS
DIAM.	DIAMETER	R.D.	ROOF DRAIN
DIM.	DIMENSION	REF.	REFERENCE
DISP.	DISPENSER	REFR.	REFRIGERATOR
DIV.	DIVISION	REG.	REGISTER
DN.	DOWN	REINF.	REINFORCE/REINFORCING
DR.	DOOR	REM.	REMOVE
DS.	DOWNSPOUT	REQ'D.	REQUIRED
DWG.	DRAWING	RESIL.	RESILIENT
		REV.	REVERSE
E.	EAST	RM.	ROOM
EA.	EACH	R.O.	ROUGH OPENING
E.J.	EXPANSION JOINT	RWD.	REDWOOD
EL.	ELEVATION		
ELEC.	ELECTRICAL	S.	SOUTH
ELEV.	ELEVATION/ELEVATOR	S.C.	SOLID CORE
ENCL.	ENCLOSED	SCHED.	SCHEDULE
EQ	EQUAL	S.D.	STORM DRAIN
EQUIP.	EQUIPMENT	SECT.	SECTION
E.W.C.	ELECTRIC WATER COOLER	SH.	SHELF
EXIST.	EXISTING	SHT.	SHEET
EXP.	EXPANSION	SHWR.	SHOWER
EXT.	EXTERIOR	SIM.	SIMILAR
		S.N.D.	SANITARY NAPKIN DISPENSER
F.B.	FACE BRICK	S.P.	SOUNDPROOF
F.D.	FLOOR DRAIN	SPEC.	SPECIFICATION
FOUND	FOUNDATION	SQ.	SQUARE
F.E.	FIRE EXTINGUISHER	S.S.	STAINLESS STEEL
FIN.	FINISH	STA.	STATION
FL.	FLOOR	STD.	STANDARD
FLASH.	FLASHING	STL.	STEEL
FLUOR.	FLUORESCENT	STOR.	STORAGE
F.O.C.	FACE OF CONCRETE	STRUCT.	STRUCTURAL
F.O.F.	FACE OF FINISH	SUSP.	SUSPENDED
F.O.S.	FACE OF STUDS	SYM.	SYMMETRICAL
FP.	FIREPROOF	SYN.	SYNTHETIC
FT.	FOOT OR FEET		
FTG.	FOOTING	T.B.	TOWEL BAR
FURR.	FURRING	T.O.C.	TOP OF CURB
FUT.	FUTURE	TEL.	TELEPHONE
FR.	FIRE RATED	TERR.	TERRAZZO
		T. & G.	TONGUE AND GROOVE
GA.	GAUGE	THK.	THICK
GALV.	GALVANIZED	T.O.M.	TOP OF MASONRY
G.B.	GYPSUM BOARD	T.O.W.	TOP OF WALL
GL.	GLASS	T.P.D.	TOILET PAPER DISP.
GND.	GROUND	TR.	TREAD
GRD.	GRADE	TV.	TELEVISION
GYP.	GYPSUM	TYP.	UNFINISHED
H.B.	HOSE BIBB	UNF.	UNFINISHED
H.C.	HOLLOW CORE	U.O.N.	UNLESS OTHERWISE NOTED
HDCP.	HANDICAP	UR.	URINAL
HDW.	HARDWARE		
H.M.	HOLLOW METAL	V.C.T.	VINYL COMPOSITION TILE
HORIZ.	HORIZONTAL	V.B.	VINYL BASE
HR.	HOUR	VER.	VERIFY
HT.	HEIGHT	VERT.	VERTICAL
HTG	HEATING	VEST.	VESTIBULE
		V.T.	VINYL TILE
I.D.	(DIM) INSIDE DIAMETER		
INCL.	INCLUDE		
INSUL.	INSULATION	W.	WEST
INT.	INTERIOR	W/	WITH
		W.C.	WATER CLOSET
JAN.	JANITOR	WD.	WOOD
JT.	JOINT	W/O.	WITHOUT
		WP.	WATERPROOF
KIT.	KITCHEN	WSCT.	WAINSCOT
K.O.	KNOCKOUT	WT.	WEIGHT
		W.W.F.	WELDED WIRE FABRIC

REFERENCE SYMBOLS



GENERAL NOTES

A. CODE REQUIREMENTS:

1. THE CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE CODES LISTED ON FRONT PAGE.
2. O.S.H.A. PERMIT IS REQUIRED FOR EXCAVATIONS OVER FIVE (5) FEET. THE CONTRACTOR SHALL OBTAIN PERMIT PRIOR TO STARTING WORK.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL WORK AND MATERIALS IN CONFORMANCE WITH ANY CODE OR CODES OF FEDERAL, STATE, COUNTY, OR MUNICIPALITY HAVING JURISDICTION OVER SUCH WORK, ALL APPLICABLE REQUIREMENTS IN THESE REGULATIONS SHALL BE FOLLOWED THE SAME AS IF NOTED IN THE DRAWINGS. CONFLICTS BETWEEN WORK SET FORTH ON THE DRAWINGS AND BUILDING CODES SHALL BE SUBMITTED TO THE ARCHITECT FOR RESOLUTION PRIOR TO PROCEEDING WITH THE WORK.

B. GENERAL:

1. CONTRACTOR AGREES THAT HE SHALL ASSUME THE SOLE AND COMPLETE RESPONSIBILITY FOR SITE CONDITIONS DURING THE COURSE OF THE CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; & THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND ARCHITECT HARMLESS FROM ANY AND ALL LIABILITY, REAL, OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT.
2. CONTRACTOR SHALL USE EXTREME CARE AND CAUTION DURING THE CONSTRUCTION SO AS NOT TO DAMAGE ANY ON OR OFF-SITE EXISTING FACILITIES. ANY DAMAGE DONE BY THE CONTRACTOR TO EXISTING FACILITIES SHALL BE REPAIRED TO THE SATISFACTION OF AND AT NO EXPENSE TO THE OWNER.
3. THE CONTRACTOR SHALL NOTE THAT THERE SHALL BE NO SUBSTITUTIONS AFTER BIDDING AND NEGOTIATIONS, FOR ANY MATERIAL WHERE SPECIFIC MANUFACTURERS ARE SPECIFIED. WHERE APPROVED EQUAL IS USED IT SHALL BE UNDERSTOOD THAT THE SUBSTITUTION SHALL BE JUDGMENT AND APPROVAL OF THE ARCHITECT.
4. MANUFACTURERS OF MATERIALS OTHER THAN THOSE SPECIFIED ON THESE PLANS SHALL MEET THE SPECIFIC REQUIREMENTS OF GOVERNING AGENCIES HAVING JURISDICTION OVER THIS PROJECT. CONTRACTOR SHALL BE RESPONSIBLE FOR APPROVALS OF SUBSTITUTED MATERIALS AND CHANGES TO THE PROJECT AS REQUESTED BY THE GOVERNING AGENCIES, WITH NO ADDITIONAL COST TO THE OWNER.
5. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE BEFORE COMMENCING WORK AND SHALL IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ARCHITECT.
6. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DISTRIBUTE ADEQUATE COPIES OF ALL DRAWINGS TO ALL TRADES FALLING UNDER THEIR RESPONSIBILITY AT ALL TIMES DURING THE PROGRESS OF THE JOB (I.E. REVISIONS).
7. THE CONTRACTOR SHALL AT ALL TIMES, KEEP PREMISES FREE FROM ACCUMULATION OF DEBRIS. AT THE COMPLETION OF THE WORK, THE CONTRACTOR SHALL CLEAN ALL GLASS SURFACES AND LEAVE THE WORK "BROOM CLEAN".
8. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL EQUIPMENT, AND OTHER ITEMS NECESSARY FOR THE COMPLETION OF ALL WORK SHOWN, CALLED FOR, OR REASONABLY IMPLIED BY THE CONTRACT DOCUMENTS EXCEPT WHERE SPECIFICALLY NOTED OTHERWISE.
9. WHERE WORK OR EQUIPMENT IS INDICATED "BY OTHERS" SUCH WORK AND/OR EQUIPMENT SHALL BE PART OF THE CONTRACT AND PROVIDED BY GENERAL CONTRACTOR AND/OR OTHER TRADES. THE CONTRACTOR SHALL COORDINATE AND COOPERATE TO EFFECT SUCH INSTALLATION.
10. CONTRACTOR SHALL PROVIDE TEMPORARY CONSTRUCTION FENCES/BARRIERS AROUND ALL CONSTRUCTION AREAS.
11. CONTRACTOR SHALL SUPPLY ONE (1) SET OF AS-BUILT CONSTRUCTION DOCUMENTS WHICH SHALL INCLUDE PLANS AND SPECIFICATIONS BEARING RED MARKS/NOTES INDICATING CHANGES AND MODIFICATIONS.
12. UPON COMPLETION OF THE JOB, THE CONTRACTOR SHALL SUBMIT CERTIFICATES OF INSPECTION OF SATISFACTORY COMPLETION.

C. DRAWINGS:

1. THE CONSTRUCTION DOCUMENTS ARE NOT INTENDED TO BE A COMPLETE SET OF INSTRUCTIONS ON HOW TO CONSTRUCT A BUILDING. CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, PROCEDURES, AND SITE SAFETY PRECAUTIONS ARE CUSTOMARILY ASSIGNED AS RESPONSIBILITIES OF THE CONTRACTOR TO GIVE THE CONTRACTOR FULL LATITUDE IN PREPARING BIDS AND CARRYING OUT THE CONSTRUCTION PHASE.
2. OMISSIONS OR CONFLICTS BETWEEN THE DRAWINGS, NOTES, AND DETAILS, SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND RESOLVED BEFORE PROCEEDING WITH THE WORK.
3. NOTES AND DETAILS ON THE DRAWINGS SHALL TAKE PRECEDENCE OVER THESE GENERAL NOTES.
4. TYPICAL DETAILS SHOWN SHALL APPLY WHERE NO SPECIAL DETAIL IS SHOWN.
5. WRITTEN DIMENSIONS (NOT SCALED DIMENSIONS) SHALL BE USED. DO NOT SCALE DRAWINGS.
6. DIMENSIONS FOR WOOD FRAMED EXTERIOR WALLS ARE TO EXTERIOR FACE OF PLYWOOD SHEATHING.
7. DIMENSIONS FOR INTERIOR WALLS AND PARTITIONS ARE TO FACE OF STUD AS SHOWN.
8. DIMENSIONS TO MASONRY WALLS ARE TO FACE OF CONCRETE / MASONRY.
9. ALL DRAWINGS AND NOTES ARE COMPLEMENTARY, AND WHAT IS CALLED FOR BY ANY ONE WILL BE AS BINDING AS IF CALLED FOR BY ALL.
10. WHERE THERE ARE CONFLICTS BETWEEN DRAWINGS, THE MOST STRINGENT CONDITIONS SHALL GOVERN.
11. ALL REQUESTS FOR CLARIFICATION OF THESE DRAWINGS SHALL BE DIRECTED TO THE ARCHITECT IN WRITING.
12. WORK AND EQUIPMENT INDICATED "BY OTHERS" ARE PART OF THIS CONTRACT AND TO BE PROVIDED BY OTHER TRADES OR GENERAL CONTRACTOR.
13. WHERE WORK AND EQUIPMENT IS INDICATED "NOT IN CONTRACT" (N.I.C.), SUCH WORK AND/OR EQUIPMENT SHALL BE PROVIDED BY OWNER. THE CONTRACTOR SHALL COORDINATE AND COOPERATE TO EFFECT SUCH INSTALLATION.

D. CONSTRUCTION:

1. CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY ERECTION BRACING AND SHORING AS REQUIRED ON ALL BEAMS, WALLS, ETC., ADEQUATE TO PROVIDE FULL STRUCTURAL STABILITY AND SAFETY. BRACING SHALL NOT BE REMOVED UNTIL THE ELEMENTS ARE FULLY CONNECTED AND ARE CAPABLE OF SUPPORTING THE DESIGN LOADING.
2. EXCAVATION NOT WITHSTANDING ANY PROVISIONS IN THE SPECIAL CONDITIONS, GENERAL CONDITIONS OR ANY OTHER MATTERS SPECIFIED IN THE PLANS AND SPECIFICATIONS. THE ARCHITECT MAKES NO REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF THE DATA, THE SOIL AND ROCK MATERIALS ENCOUNTERED, OR THE DIFFICULTY OF EXCAVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF AS TO THE TYPE, NATURE, AND QUANTITIES OF ALL MATERIALS TO BE EXCAVATED. ALL TRENCHING AND EXCAVATING. REGARDLESS OF MATERIALS ENCOUNTERED, EQUIPMENT, OR METHODS REQUIRED FOR EXCAVATION, WILL BE UNCLASSIFIED AND THE COST THEREOF SHALL BE CONSIDERED AS BEING INCLUDED IN THE LUMP SUM BID. NO EXTRA PAYMENT OR CHANGE ORDERS WILL BE ALLOWED FOR EXCAVATION.
3. PROVIDE CONCEALED BLOCKING/BACKING AS REQUIRED FOR ALL WALL MOUNTED EQUIPMENT.
4. PROPERLY PREPARE AND READY ALL SURFACES PRIOR TO INSTALLING FINISH MATERIALS.
5. EXIT DOORS SHALL BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF A KEY, SPECIAL KNOWLEDGE, OR EFFORT. FLUSH BOLTS OR SURFACE BOLTS ARE PROHIBITED (APPLIES ALSO TO EXIT GATES).
6. THE CONSTRUCTION SHALL NOT RESTRICT A FIVE-FOOT CLEAR AND UNOBSTRUCTED ACCESS TO ANY WATER OR POWER DISTRIBUTION FACILITIES (POWER POLES, PULL-BOXES, TRANSFORMERS, VAULTS, PUMPS, VALVES, METERS, APPURTENANCES, ETC.) OR TO THE LOCATION OF THE HOOKUP. THE CONSTRUCTION SHALL NOT BE WITHIN TEN FEET OF ANY POWER LINES-WHETHER OR NOT THE LINES ARE LOCATED ON THE PROPERTY. FAILURE TO COMPLY MAY CAUSE CONSTRUCTION DELAYS AND/OR ADDITIONAL EXPENSES.

08.01.2025

CONSTRUCTION DRAWINGS

CITY OF SOUTH PASADENA
SOUTH PASADENA PUBLIC LIBRARY RAMP UPGRADE
1115 EL CENTRO ST.
SOUTH PASADENA, CA, 91030
15 JULY 2025
CONSTRUCTION DRAWINGS

TITLE SHEET

G-000

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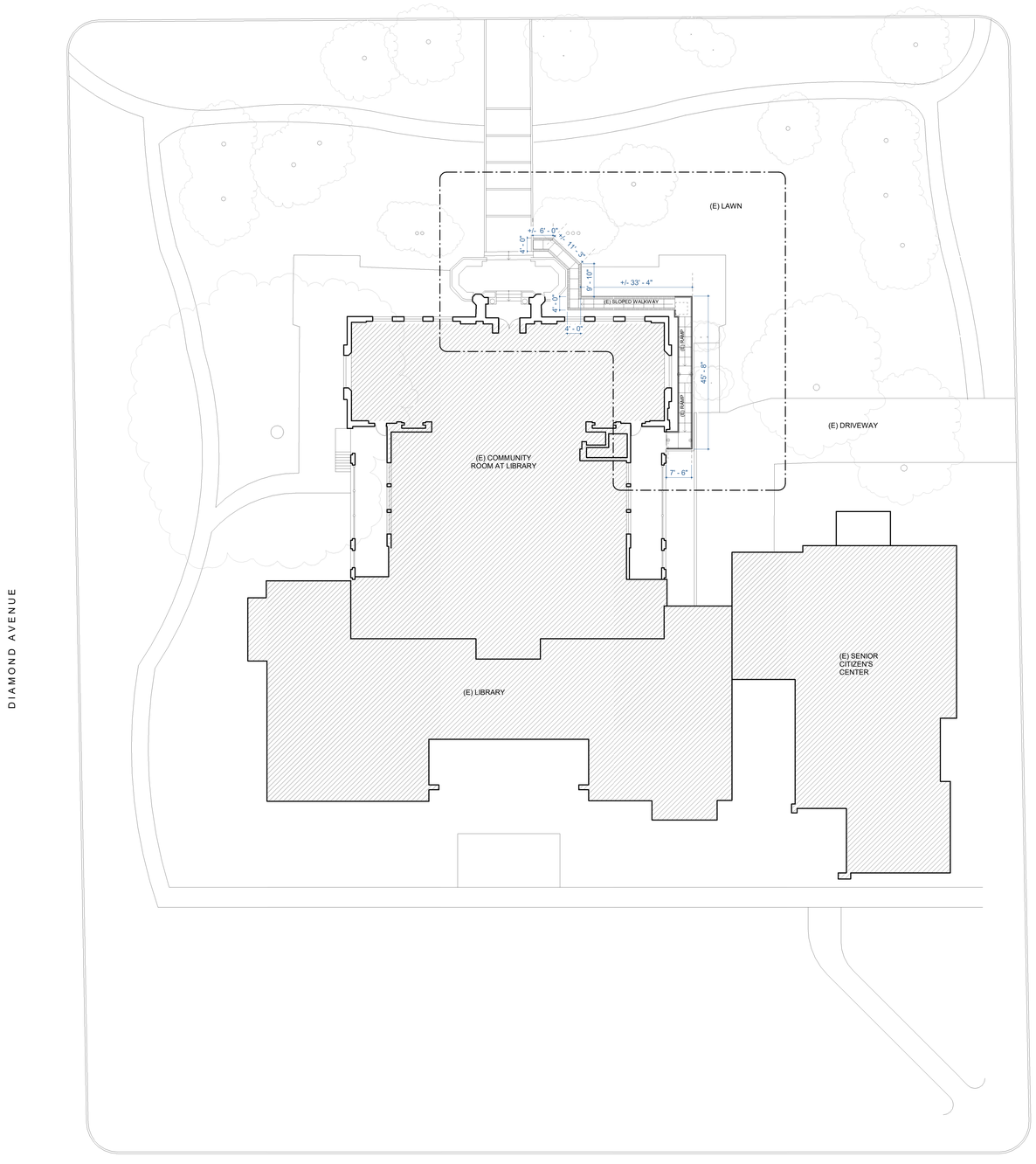
EL CENTRO STREET



DIAMOND AVENUE

FAIRVIEW AVENUE

OXLEY STREET

OVERALL SITE PLAN 1

1/16" = 1'-0"

0' 4' 16' 32' 64'

BUILDING AND SAFETY APPROVED

REVIEWED FOR SUBSTANTIAL COMPLIANCE ONLY. SUBJECT TO FURTHER REVIEW AND CORRECTIONS.

VIOLATION OF APPLICABLE CODES, LAWS OR ORDINANCES IS STRICTLY PROHIBITED DESPITE CONTENTS OF THESE PLANS. ALL REVISIONS OR DEVIATIONS FROM THESE PLANS REQUIRE PRIOR BUILDING OFFICIAL APPROVAL.

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LICENSED ARCHITECT
STEPHEN AINSWORTH KUCHENSKI
No. C-31918
REN. 09-30-2027
STATE OF CALIFORNIA

ONYX

08.01.2025

CONSTRUCTION DRAWINGS

PROJECT SUMMARY

SITE ADDRESS:	1115 EL CENTRO STREET, SOUTH PASADENA, CA, 91030
ZONING:	INSTITUTIONAL
OCCUPANCY TYPE:	NOT APPLICABLE (UNOCCUPIED RAMP)
CONSTRUCTION TYPE:	TYPE-V-B
FIRE SPRINKLER SYSTEM:	(NO CHANGE) EXISTING NOT SPRINKLERED
OVERLAY PLAN:	DOWNTOWN SPECIFIC PLA (DTSP)
LEGAL DESCRIPTION:	----
ASSESSOR'S PARCEL NUMBER:	----
SITE AREA | Acres (SF):	----
BUILDING AREA (GROSS):	(NO CHANGE)
BUILDING HEIGHT: STORIES	(NO CHANGE) ONE-STORY AND BASEMENT
LOT COVERAGE:	(NO CHANGE)
PARKING SUMMARY:	(NO CHANGE)
BICYLING PARKING SUMMARY:	(NO CHANGE)

GENERAL NOTES

EXISTING DEFICIENCIES TO BE CORRECTED BY THIS WORK:

1. EXISTING LEVEL HANDRAIL EXTENSIONS DO NOT CURRENTLY ALIGN WITH TRANSITION FROM RAMP TO LANDING. NEW HANDRAILS WILL COMPLY WITH 11B-505.10 EXC. #3.

2. EXIT DISCHARGE IS NOT CURRENTLY PROVIDED WITH ILLUMINATION PER CBC 1008.2.3 EXC. #2. NEW HANDRAILS WILL BE PROVIDED WITH INTEGRAL LIGHTING FOR RAMP AND WALKWAY.

CODE ANALYSIS - ACCESSIBLE PATH OF TRAVEL IMPROVEMENTS FOR ALTERATIONS:

THE SCOPE OF WORK IS LIMITED TO THE ACTUAL SCOPE OF THE PROJECT AND DOES NOT TRIGGER ADDITIONAL PATH OF IMPROVEMENTS IN CBC 11B-202.4, ACCORDING TO THE FOLLOWING CODE REFERENCES:

CBC 202.4 EXC. #3.1 AND 3.5 FOR BUILDING ENTRY DOOR AND HANDRAIL ALTERATIONS.

CBC 202.4 EXC. #7 FOR ELECTRICAL WORK NOT INVOLVING PLACEMENT OF SWITCHES OR RECEPTACLES.

CITY OF SOUTH PASADENA

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SITE PLAN

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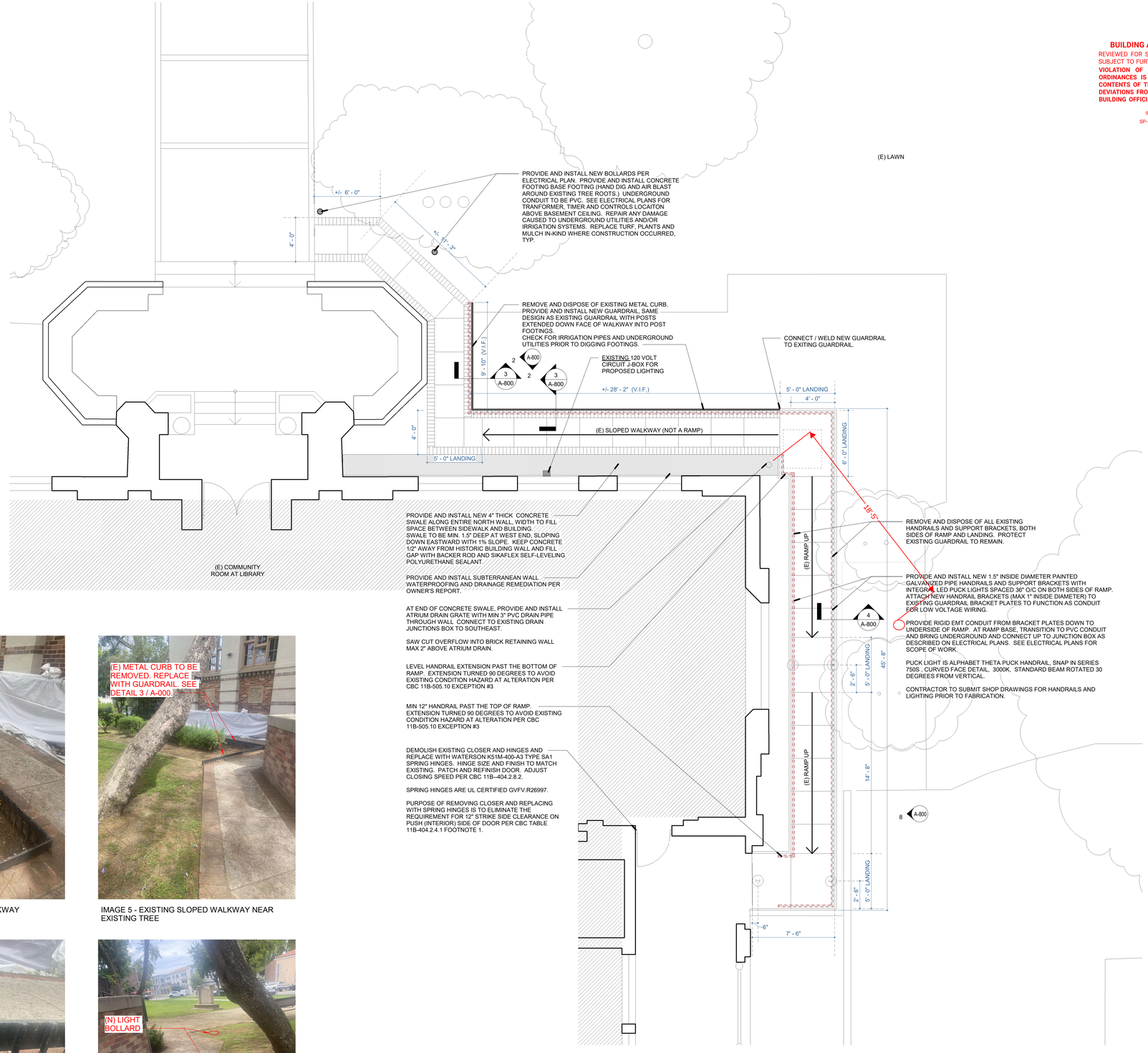

ENLARGED SITE PLAN 1
1/4" = 1'-0"
0' 1' 4' 8' 16'



IMAGE 1 - EXISTING RAMP



IMAGE 3 - EXISTING SLOPED WALKWAY

IMAGE 5 - EXISTING SLOPED WALKWAY NEAR EXISTING TREE



IMAGE 2 - EXISTING SLOPED WALKWAY



IMAGE 4 - EXISTING WALKWAY METAL CURB (METAL CURB TO BE REMOVED)



IMAGE 1 - EXISTING SLOPED WALKWAY NEAR EXISTING TREE

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ENLARGED SITE PLAN
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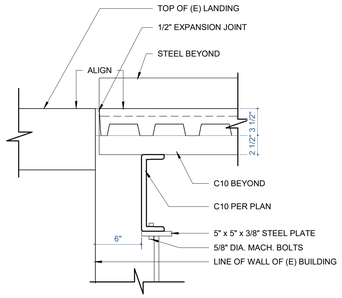
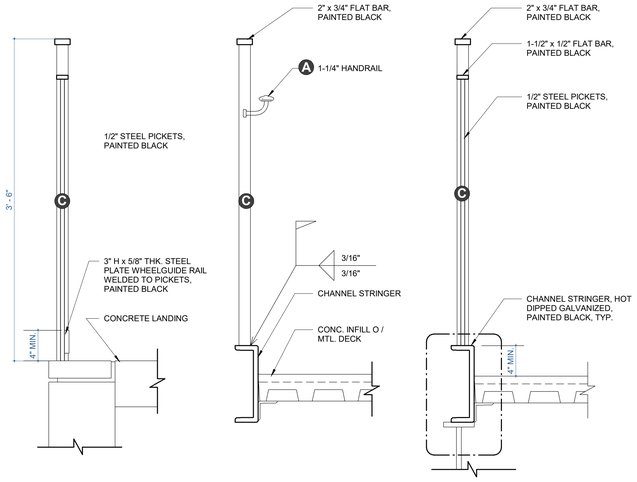


EXISTING LANDING DETAIL 6

1 1/2" = 1'-0"

(DETAIL FOR REFERENCE ONLY)

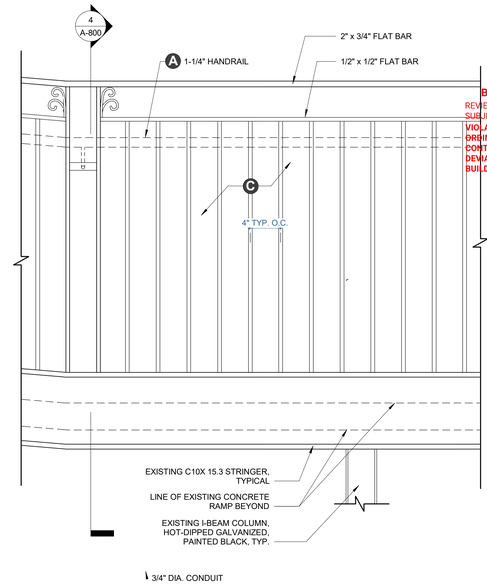


SECTION-C SECTION-B SECTION-A

EXISTING RAILING SECTIONS 4

1 1/2" = 1'-0"

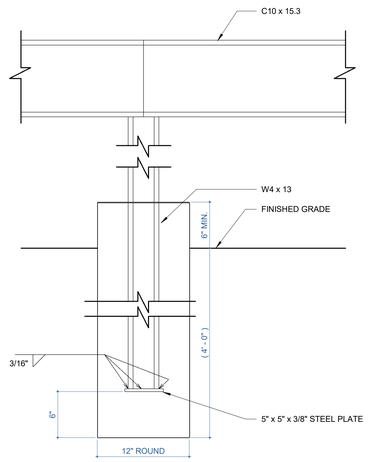
(DETAIL FOR REFERENCE ONLY)



EXISTING PARTIAL RAILING ELEVATION 9

1 1/2" = 1'-0"

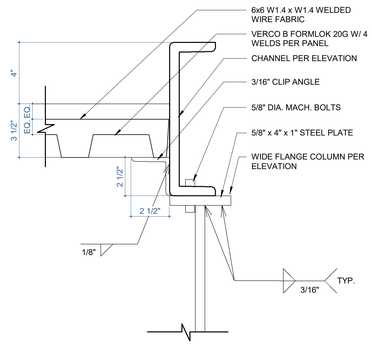
(DETAIL FOR REFERENCE ONLY)



EXISTING DETAIL - ELEVATION VIEW 8

1 1/2" = 1'-0"

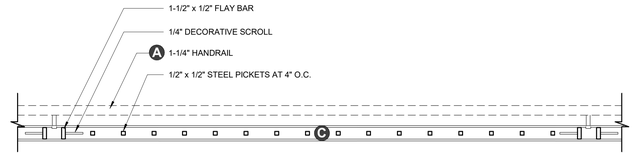
(DETAIL FOR REFERENCE ONLY)



EXISTING STRINGER DETAIL 7

3" = 1'-0"

(DETAIL FOR REFERENCE ONLY)



EXISTING PARTIAL ENLARGED RAILING PLAN 5

1 1/2" = 1'-0"

(DETAIL FOR REFERENCE ONLY)

GENERAL DEMOLITION NOTES:

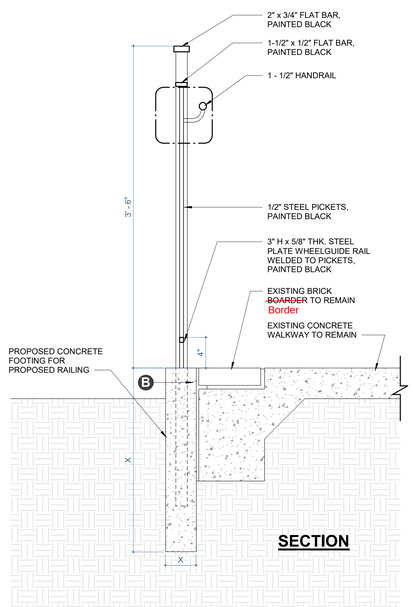
A. DEMOLISH EXISTING HANDRAIL THROUGHOUT RAMP AND LANDINGS AND PREPARE FOR NEW HANDRAIL SEE DETAIL 1 / A-800.

B. DEMOLISH METAL CURB AT WALKWAY BRICK AREA WHERE NEW GUARDRAIL IS PROPOSED. SEE DETAIL 3 / A-800 FOR PROPOSED GUARDRAIL.

C. EXISTING GUARDRAIL TO REMAIN AND PREP FOR RE-PAINTING (PRIMER AND 2 COATS TO MATCH EXISTING COLOR).

EXISTING

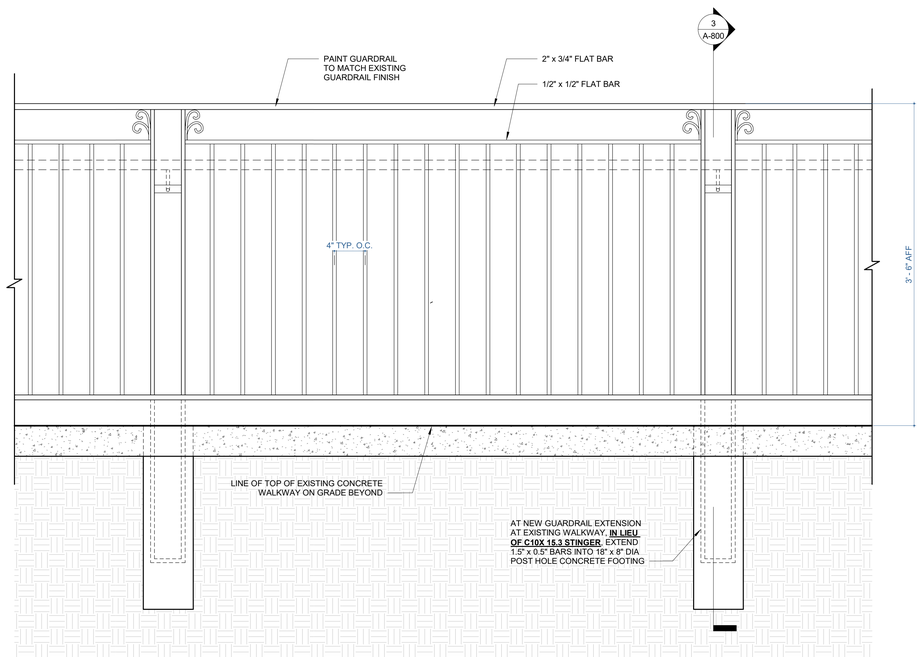
PROPOSED



SECTION

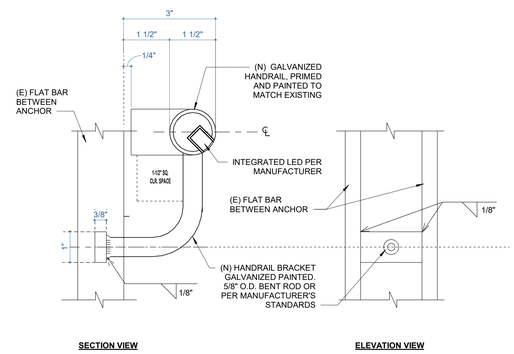
PROPOSED RAILING SECTION 3

1 1/2" = 1'-0"



PROPOSED PARTIAL ENLARGED RAILING ELEVATION 2

1 1/2" = 1'-0"



SECTION VIEW ELEVATION VIEW

NOTE:
HANDRAIL GRIPPING SURFACES AND ANY SURFACES ADJACENT TO THEM SHALL BE FREE OF SHARP OR ABRASIVE ELEMENTS AND SHALL HAVE ROUNDED EDGES.

PROPOSED LED HANDRAIL DETAIL 1

6" = 1'-0"

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CONSTRUCTION DRAWINGS

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TYPICAL DETAILS

A-800

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PROJECT NOTES

1. MINIMUM WIRE SIZE FOR LINE VOLTAGE WIRING SHALL BE #12, UNLESS NOTED AS LARGER.
2. ALL CONDUIT SIZES SHALL CONFORM TO THE CALIFORNIA ELECTRICAL CODE (CEC) 2022 EDITION. MINIMUM SIZE CONDUIT SHALL BE 3/4".
3. SUBSCRIPTS, a,b,c ETC., AT SWITCH SYMBOLS, ARE TO DISTINGUISH BETWEEN SWITCHES.
4. 15" MIN. AND +48" INDICATES THE HIGH REACH MOUNTING HEIGHT FROM FINISHED FLOOR TO THE TOP OF SWITCH, OUTLET PLATE OR CONTROL BOX. THE LOW REACH +15" MEASURED FROM FINISHED FLOOR TO THE BOTTOM OF SWITCH, OUTLET PLATE OR CONTROL BOX. CBC 2019, SECTION 11B-308.1.1 AND 11B-308.1.2.
5. M.H. INDICATES HEIGHT FROM FINISHED FLOOR TO BOTTOM OF FIXTURE.
6. NOT ALL SYMBOLS SHOWN IN THE SYMBOL LIST ARE USED ON THIS PROJECT.
7. EVERY OUTLET HEIGHT SHALL BE VERIFIED ON EACH WALL WITH THE ARCHITECTURAL DRAWINGS AND CABINET SHOP DRAWINGS TO INSURE THE PROPER HEIGHT AND LOCATION WITH RESPECT TO CABINETS, EQUIPMENT, CHALKBOARDS, TACKBOARDS, ETC.
8. SEE ARCHITECTURAL REFLECTED CEILING PLAN FOR EXACT LOCATION OF LIGHTING FIXTURES.
9. A GREEN INSULATED COPPER GROUNDING CONDUCTOR SHALL BE INSTALLED IN EACH AND EVERY CONDUIT AND SHALL BE CONNECTED TO EACH OUTLET, ENCLOSURE, DEVICE, FIXTURE, ETC. THROUGHOUT THE ENTIRE PROJECT. THE RACEWAYS SHALL NOT BE RELIED UPON FOR "EQUIPMENT GROUNDING".
10. PANEL HOMERUN DESIGNATIONS:
    - BA 1&3&5 = ONE THREE PHASE, 3-WIRE CIRCUIT, NO NEUTRAL TO A 3-POLE CIRCUIT BREAKER IN PANEL "BA".
    - BA 1&3 = ONE SINGLE PHASE, 2-WIRE CIRCUIT, NO NEUTRAL TO A 2-POLE CIRCUIT BREAKER IN PANEL "BA".
    - BA 1-3-5 = THREE SINGLE PHASE CIRCUITS WITH COMMON NEUTRAL TO A 3-POLE CIRCUIT BREAKER IN PANEL "BA" PER CEC 210.4.
    - BA 1-3 = TWO SINGLE PHASE CIRCUITS WITH COMMON NEUTRAL TO 2-POLE CIRCUIT BREAKER IN PANEL "BA" PER CEC 210.4.
    - BA 2,4,6 = THREE SINGLE PHASE CIRCUITS WITH SEPARATE NEUTRAL FOR EACH CIRCUIT TO 1-POLE CIRCUIT BREAKER IN PANEL "BA".

    SEE DRAWINGS FOR ADDITIONAL VARIATIONS AND REQUIREMENTS
11. ALL MULTI-WIRE BRANCH CIRCUITS: PROVIDE A SEPARATE NEUTRAL FOR EACH PHASE CIRCUIT IN ALL MULTI-WIRE BRANCH CONDUIT RUNS BACK TO THE PANELBOARD. CIRCUIT BREAKERS WITH COMMON TIE HANDLES ARE NOT ALLOWED. NEUTRAL CONDUCTOR SHALL BE IDENTIFIED WITH A STRIP PHASE COLOR TO IDENTIFY ITS OWN CIRCUIT.
12. THE FACE PLATES OR DEVICE PLATES ON ALL POWER OUTLETS, RECEPTACLES, SWITCHES, DIMMERS, CIRCUIT BREAKERS AND JUNCTION BOXES. ENGRAVE COVER PLATE WITH 1/4" HIGH LETTERS WITH BLACK FILL TO INDICATE CIRCUIT NUMBER AND PANELBOARD. e.g.: "1LL1 2" INDICATES PANEL "1LL1" CIRCUIT NUMBER 2. CIRCUITS ON EMERGENCY POWER SHALL BE RED FILL.

SPECIAL CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL THOROUGHLY FAMILIARIZE HIMSELF WITH THE EXISTING CONDITIONS AT THE JOB SITE. NEW WORK SHALL BE COORDINATED WITH ALL EXISTING MATERIALS, EQUIPMENT, SUPPORTS AND OBSTRUCTIONS. THE PLANS INDICATE DIAGRAMMATICALLY THE ROUTE REQUIRED FOR THE NEW CONDUIT INSTALLATION.
2. MAKE ALL NECESSARY ALTERATIONS TO COORDINATE AND CONNECT THE EXISTING WORK WITH THE NEW ELECTRICAL WORK SUCH THAT WHEN THE WORK IS COMPLETE, THE ENTIRE ELECTRICAL INSTALLATION, EXISTING AND NEW, IS IN A COMPLETE AND OPERABLE OPERATING CONDITION.
3. PERFORM ALL NEW ELECTRICAL WORK IN SUCH A MANNER AS NOT TO INTERFERE IN ANY WAY WITH THE EXISTING ELECTRICAL SYSTEMS IN THE BUILDING. NONE OF THE EXISTING SYSTEMS SHALL BE DISCONNECTED WHILE THE BUILDING IS IN USE, UNLESS SCHEDULED WITH AND AGREED TO BY THE OWNER IN WRITING.
4. IF OVERTIME IS REQUIRED TO COMPLY WITH NOTE #3 ABOVE, IT SHALL BE INCLUDED AS PART OF THE BASE BID.
5. ALL DRILLING, PATCHING, CUTTING, CHANNELING OF MASONRY, PLASTER OR DRYWALL WHICH IS REQUIRED TO INSTALL THE ELECTRICAL WORK SHALL BE DONE BY THIS CONTRACTOR.
6. ALL NEW CONDUIT INSTALLED SHALL BE RIGID STEEL OR EMT. ALL CONDUCTORS SHALL BE COPPER.
7. NOT ALL EXISTING ELECTRICAL SYSTEMS WITHIN THE REMODELED AREA THAT MUST BE DEMOLISHED AND/OR REMOVED ARE SHOWN ON THE ELECTRICAL DRAWINGS. THE CONTRACTOR SHALL MAKE ALLOWANCES IN HIS BID FOR THE REMOVAL OF ELECTRICAL SYSTEMS WITHIN THE AREA OF REMODEL. BRANCH CIRCUITS SERVING ELECTRICAL SYSTEMS OUTSIDE THE AREA OF REMODEL SHALL BE RECONNECTED AND CONTINUITY MAINTAINED. ELECTRICAL EQUIPMENT INDICATED AS EXISTING TO BE RELOCATED SHALL CAREFULLY BE REMOVED AND STORED FOR FUTURE RE-INSTALLATION. THE CONTRACTOR MAY RE-USE ABANDONED CONDUITS FOR HOMERUNS TO EXISTING PANELS.

BRIEF SCOPE OF WORK

THIS PROJECT WILL CONSIST OF, BUT NOT LIMITED TO THE FOLLOWING ITEMS OF WORK:

1. INSTALLATION OF WALKING LIGHT BOLLARDS, WALKWAY LIGHT FIXTURE IN CUSTOM HANDRAILS, CONDUIT, CONDUCTORS, ELECTRONIC TIME SWITCH, LED DRIVERS AND TERMINAL CABINET.

ELECTRICAL SYMBOL LIST

(NOT ALL SYMBOLS SHOWN APPLY TO THIS PROJECT)

- 1'X4' LED LIGHT FIXTURE, RECESSED IN CEILING.
- 1'X4' EMERGENCY LED LIGHT FIXTURE, RECESSED IN CEILING.
- LIGHT FIXTURE, RECESSED IN CEILING.
- LIGHT FIXTURE, SURFACE MOUNTED ON CEILING.
- EMERGENCY LIGHT FIXTURE RECESSED IN CEILING.
- EMERGENCY LIGHT FIXTURE, SURFACE MOUNTED ON CEILING.
- LANDSCAPE BOLLARD LIGHT FIXTURE.
- WALL SWITCH / OCCUPANCY LIGHT SENSOR, +46"
- OC D — WALL DIMMER SWITCH, +46". "OC" INDICATES DIMMER WITH INTEGRAL OCCUPANCY SENSOR.
- S — TOGGLE SWITCH, +46". SUFFIXES ON SWITCH SYMBOLS SHALL INDICATE THE FOLLOWING: NO SUFFIX = SINGLE POLE, 2 = 2 POLE, 3 = 3 WAY, 4 = 4 WAY, M = MOMENTARY CONTACT, LV = LOW VOLTAGE LIGHTING CONTROL., K = LOCK TYPE SWITCH. P = PILOT LIGHT.
- FLUSH MOUNTED PANELBOARD, +6'-6" TO TOP.
- FLUSH MOUNTED CABINET OR EQUIPMENT AS NOTED, +6'-6" TO TOP.
- SURFACE MOUNTED PANELBOARD, +6'-6" TO TOP.
- SURFACE MOUNTED CABINET OR EQUIPMENT AS NOTED, +6'-6" TO TOP.
- CONDUIT RUN CONCEALED ABOVE CEILING OR IN WALL.
- CONDUIT RUN CONCEALED UNDER FLOOR OR BELOW GRADE.
- CONDUIT RUN EXPOSED PARALLEL OR PERPENDICULAR TO STRUCTURE, ALIGN WITH STRUCTURE.
- LOW VOLTAGE LIGHTING CONTROL CABLE RUN EXPOSED ABOVE CEILING.
- FLEXIBLE STEEL CONDUIT.
- CONDUIT "HOME RUN," CONNECT TO PANEL, TERMINAL CABINET OR TERMINAL BOARD.
- CONDUIT RISING UP FROM BELOW.
- CONDUIT DROPPING DOWN FROM ABOVE.
- EXISTING CONDUIT AND CONDUCTORS TO REMAIN UNLESS OTHERWISE NOTED.
- EXISTING CONDUIT AND CONDUCTORS. REMOVE ALL CONDUCTORS OR CABLES. IF CONDUIT IS EXPOSE TO VIEW, REMOVE CONDUIT AND SUPPORTS.
- EXISTING CONDUIT TO BE ABANDON IN PLACE. REMOVE ALL CONDUCTORS OR CABLES.
- EXISTING CONDUIT REWIRED AS NOTED ON THE DRAWINGS.

3/4"C-2#12	3/4"C-3#12.
3/4"C-4#12	3/4"C-5#10.
1"C-6#10	1"C-7#10
1"C-8#10	1"C-9#10.
1"C-10#10	1"C-11#10

WIRE SIZE OTHER THAN #12 OR #10 IS NOTED ON EACH CONDUIT RUN WITH SIZE OF CONDUIT (e.g.: 3/4"C-3#8) INCLUDE A GREEN GROUND CONDUCTOR IN EACH CONDUIT. (GREEN GROUND CONDUCTOR NOT SHOWN).

- (12) — REFERENCE NOTE FOR ITEM ON DRAWING.
- (LA) — EXISTING PANELBOARD DESIGNATION.

BUILDING AND SAFETY APPROVED

REVIEWED FOR SUBSTANTIAL COMPLIANCE ONLY. SUBJECT TO FURTHER REVIEW AND CORRECTIONS. **VIOLATION OF APPLICABLE CODES, LAWS OR ORDINANCES IS STRICTLY PROHIBITED DESPITE CONTENTS OF THESE PLANS. ALL REVISIONS OR DEVIATIONS FROM THESE PLANS REQUIRE PRIOR BUILDING OFFICIAL APPROVAL.**

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ELECTRICAL SYMBOL LIST, PROJECT NOTES AND SHEET INDEX

E001

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ELECTRICAL SPECIFICATIONS

IT IS THE INTENT AND PURPOSE OF THESE SPECIFICATIONS AND ACCOMPANYING DRAWINGS THAT THE CONTRACTOR PROVIDE THE NECESSARY MATERIALS, LABOR, WORKMANSHIP, TOOLS, EQUIPMENT, TRANSPORTATION, ETC., FOR THE COMPLETE AND PROPER INSTALLATION AND OPERATION OF THE VARIOUS ELECTRICAL SYSTEMS SPECIFIED HEREIN.

VISIT THE PREMISES TO BECOME ACQUAINTED WITH THE CONDITIONS TO BE ENCOUNTERED. NO EXTRA PAYMENTS WILL BE ALLOWED FOR ANY EXTRA WORK WHICH MAY BE REQUIRED DUE TO FAILURE OF THE CONTRACTOR TO THOROUGHLY EXAMINE THE PREMISES PRIOR TO BID.

WORK INCLUDED IN THIS SECTION

DEMOLITION AND MODIFICATIONS OF THE EXISTING ELECTRICAL SYSTEMS AS SHOWN AND DESCRIBE ON THE DRAWINGS AND AS REQUIRED TO CONNECT THE NEW ELECTRICAL WORK TO THE EXISTING FOR A COMPLETE AND OPERABLE ELECTRICAL SYSTEM.

A COMPLETE AND OPERABLE EXTENSION OF THE EXISTING 208/120V, 3-PHASE, 4-WIRE AND 480/277V, 3-PHASE, 4-WIRE LIGHTING AND POWER SYSTEMS INCLUDING CONDUITS, CONDUCTORS, WIRE, FITTINGS, LIGHT FIXTURES, RECEPTACLES, SWITCHES, ETC.

EXTENSION OF EXISTING FIRE ALARM SYSTEM AS A DEFERRED APPROVAL ITEM AS SHOWN ON THE DRAWINGS.

EXTENSION OF EXISTING VOICE/DATA SYSTEM AS SHOWN ON THE DRAWINGS.

APPLICABLE CODES AND REGULATIONS

2022 CALIFORNIA ELECTRICAL CODE.

REGULATIONS OF ALL OTHER AUTHORITIES HAVING JURISDICTION.

PERMITS AND APPROVALS

AS REQUIRED BY CITY ORDINANCES TO BE OBTAINED AND PAID FOR BY THE CONTRACTOR.

LOCATIONS

THE DRAWINGS INDICATE DIAGRAMMATICALLY THE DESIRED LOCATION OR ARRANGEMENT OF CONDUIT RUNS, OUTLETS, EQUIPMENT, ETC., AND ARE TO BE FOLLOWED AS CLOSELY AS POSSIBLE. PROPER JUDGMENT MUST BE EXERCISED IN EXECUTING THE WORK SO AS TO SECURE THE BEST POSSIBLE INSTALLATION IN THE AVAILABLE SPACE AND TO OVERCOME DIFFICULTIES OWING TO SPACE LIMITATIONS OR THE INTERFERENCE OF STRUCTURAL CONDITIONS WHEREVER ENCOUNTERED. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY AND COORDINATE THE LOCATION OF ALL OUTLETS AND LIGHTING FIXTURES WITH THE ARCHITECTURAL, STRUCTURAL AND MECHANICAL DRAWINGS AND WITH ALL SHOP DRAWINGS, INCLUDING CASEWORK SHOP DRAWINGS. ARCHITECTURAL ELEVATIONS AND REFLECTED CEILING PLANS SHALL GENERALLY TAKE PRECEDENCE. HOWEVER, IN THE EVENT OF LARGE VARIATIONS BETWEEN ARCHITECTURAL AND ELECTRICAL DRAWINGS THE ARCHITECT SHALL BE CONSULTED FOR INSTRUCTIONS. UNLESS SPECIFICALLY INDICATED OTHERWISE, ALL LIGHTING FIXTURES AND/OR FIXTURE STEMS SHALL BE PLACED SYMMETRICALLY WITH RESPECT TO THE CEILING TILE PATTERN OR OTHER ARCHITECTURAL CEILING AND WALL MODULES.

REPAIRS

ANY DAMAGE TO THE STRUCTURE OR FINISHED SURFACES DUE TO THE INSTALLATION OF THE ELECTRICAL WORK SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE REPAIR BY THE TRADESMEN OF THE TRADE INVOLVED.

SHOP DRAWINGS

PROVIDE ELECTRONIC PDF COPIES OF CATALOG CUTS FOR EACH OF THE FOLLOWING ITEMS:

1. MATERIAL LIST.
2. LIGHT FIXTURES.
3. LIGHTING CONTROL DEVICES.

STRUCTURAL CONDITIONS

PENETRATE NO STRUCTURAL ELEMENTS INCLUDING SHEAR WALLS, WITHOUT WRITTEN CONSENT OF ARCHITECT.

CORE DRILLING AND HAMMER DRILLING REQUIREMENTS

CUTTING OR DAMAGING REBAR OR EMBEDDED CONDUITS, DURING CORE DRILLING OR HAMMER DRILLING OPERATIONS NOT PERMITTED. SHOT PINS, PILOT DRILLING AND DESTRUCTIVE INVESTIGATION TO LOCATE REBAR WILL NOT BE PERMITTED.

PRIOR TO DRILLING THE AREA SHALL BE MAPPED TO DETERMINE THE LOCATIONS OF REBAR AND CONDUITS USING A CONCRETE X-RAY UNIT.

CORE DRILLING OR HAMMER DRILLING SHALL BE 2" MINIMUM CLEAR FROM REBAR AND JOINTS AND 4" MINIMUM CLEAR FROM EDGE. PROVIDE WEATHERPROOF SEALANT AROUND EXTERIOR DRILLING. PENETRATIONS IN FIRE-RATED WALLS, CEILINGS, FLOOR CEILING ASSEMBLIES AND MEMBRANE PENETRATIONS TO BE PROTECTED BY APPROVED FIRE STOP MATERIALS PER CEC 300.21CEC.

EXCAVATIONS

DO ALL EXCAVATING NECESSARY FOR THE PROPER INSTALLATION OF THE ELECTRICAL WORK WHETHER OR NOT INDICATED ON THE DRAWINGS OR SPECIFIED. ALL UNDERGROUND CONDUIT 1-1/2" AND LARGER SHALL BE ENCASED IN CONCRETE. OTHER CONDUIT RUNS CONTAINING CIRCUITS OF 600 VOLTS OR LESS SHALL BE NOT LESS THAN 18" BELOW FINISH GRADE.

AFTER THE INSTALLATION OF WORK REQUIRING EXCAVATIONS HAS BEEN INSPECTED AND APPROVED, ALL EXCAVATIONS SHALL BE FILLED WITH CLEAN EARTH AND TAMPED TO A CONSISTENCY SO THAT NO SETTLEMENT WILL OCCUR, AND THE GROUND LEFT FIRM AT NATURAL GRADE. ALL EXCAVATED EARTH WHICH IS NOT USED FOR BACKFILL SHALL BE REMOVED FROM THE PREMISES OR OTHERWISE DISPOSED OF AS DIRECTED.

ALL PLANTS, SHRUBS, TURF AND SURFACING THAT OCCUR IN THE AREA OF THE EXCAVATION SHALL BE CAREFULLY REMOVED AND PLACED WHERE THEY WILL NOT BE DAMAGED. AFTER THE EXCAVATIONS ARE FILLED, THE PLANTS, SHRUBS, TURF AND SURFACING SHALL BE REPLACED AS DIRECTED. ALL SIDEWALKS, DRIVEWAYS OR OTHER CEMENT OR ASPHALT SURFACES WHICH ARE DAMAGED DURING EXCAVATION SHALL BE REPAIRED TO MATCH THE ADJACENT WORK IN MATERIAL AND FINISH.

CONDUITS

INSTALL ALL CONDUIT CONCEALED EXCEPT AS NOTED ON DRAWINGS.

GALVANIZED OR SHERARDIZED RIGID STEEL CONDUIT FOR EXPOSED CONDUIT BELOW 8 FT. WHEN USED EXPOSED ON EXTERIOR OR WHEN INSTALLED IN MASONRY OR CONCRETE. USE GALVANIZED COUPLINGS, LOCKNUTS, BUSHINGS, AND CONNECTORS.

ELECTRICAL METALLIC TUBING: THIN WALL, GALVANIZED STEEL WITH COMPRESSION FITTINGS ONLY: FOR ALL CONCEALED WORK OR WHEN EXPOSED ABOVE 8FT.

FLEXIBLE METALLIC CONDUIT: SPIRAL INTERLOCKED, GALVANIZED STEEL, FOR CONDUIT CONCEALED ABOVE GROUND, NOT ENCASED IN MASONRY OR CONCRETE AND PROHIBITED IN WET OR DAMP LOCATIONS; SEAL-TITE OIL RESISTANT FLEXIBLE CONDUIT WITH PROPER FITTINGS FOR WET OR DAMP LOCATIONS. WHERE FLEXIBLE METALLIC CONDUIT IS PERMITTED, THE TOTAL LENGTH OF THE CONDUIT IN ANYONE RUN SHALL NOT EXCEED 6 FEET.

INSTALL METALLIC CONDUIT AS A COMPLETE SYSTEM, CONTINUOUS FROM OUTLET TO OUTLET, CABINET, BOX OR FITTINGS, AND SO MECHANICALLY AND ELECTRICALLY CONNECTED THAT ADEQUATE ELECTRICAL CONTINUITY FROM ONE CONDUIT TO ANOTHER IS SECURED. HOWEVER, THIS SHALL NOT CONSTITUTE THE MECHANICAL GROUND FOR THE CIRCUIT.

CONDUCTORS

FEEDERS: #6 AND LARGER SHALL BE COPPER TYPE XHHW-2, RHH, RHW-2, THW OR USE-2 WITH HIGH TEMPERATURE RATING OF 90 DEGREES C, WET OR DRY AND A LOW TEMPERATURE RATING OF -25 DEGREES C. SHALL BE USED FOR ALL OTHER 600 VOLT WIRING EXCEPT WHERE SPECIFICALLY NOTED OTHERWISE.

TYPE THHN/THWN INSULATION CONDUCTORS SHALL NOT BE SUBSTITUTED FOR TYPE XHHW 2 EXCEPT AS SPECIFIED IN THE PRECEDING PARAGRAPH OR UNLESS SPECIFICALLY PERMITTED ON THE DRAWINGS.

BRANCH CIRCUITS: LIGHTING AND POWER

1. #12 AWG MINIMUM, SOLID, OR STRANDED COPPER WIRE TYPE THHN/THWN, THHW, THWN-2 (THHN FOR DRY LOCATION ONLY).
2. #8 AWG AND SMALLER, STRANDED COPPER TYPE THHN/THHW-2.

CONDUCTORS INSTALLED IN AREAS SUBJECTED TO TEMPERATURES EXCEEDING 60 DEG C (140 DEG F); TERMINATING IN INCANDESCENT LIGHTING SHALL BE TYPE AVA OR RHW-2.

FOR CONDUCTORS INSTALLED IN EXPOSED CONDUIT OUTSIDE OF BUILDINGS, IN EXPOSED CONDUIT IN TUNNEL AND CONDUIT WITHIN OR JUST UNDER ROOFING MATERIAL, PROVIDE TYPE XHHW-2 90 DEGREE RATED.

CONTROL CIRCUITS: USE 600 VOLTS UL TYPE THHN/THWN OR THWN-2 CONDUCTORS EXCEPT WHERE SUBJECT TO ABNORMALLY HIGH TEMPERATURES SUCH AS ON OR NEAR BOILERS. UNDER THESE CONDITIONS, USE UL TYPE XHHW.

WIRING THROUGH LED AND FLUORESCENT FIXTURES IN CONTINUOUS ROWS SHALL BE TYPE THHN.

DO NOT USE ANY MECHANICAL DEVICE TO PULL WIRE UNLESS SPECIFICALLY APPROVED BY THE ELECTRICAL ENGINEER.

IDEAL YELLOW #77 OR EQUAL PULLING COMPOUND IS THE ONLY LUBRICANT PERMITTED FOR PULLING WIRE.

USE SPLIT BOLT OR HI-PRESS COMPRESSION CONNECTORS FOR #6 AWG AND LARGER CONDUCTORS. WRAP JOINTS WITH A MINIMUM OF THREE (3) LAYERS OF SCOTCH TAPE #33 WHERE SPLICES ARE TO BE WATERPROOFED. ADD PROPER HEAT-SHRINK OR COLD-SHRINK TUBES OR WITH A 3M SCOTCHCAST EPOXY RESIN. USE 3M SCOTCHLOK OR IDEAL WING-NUT CONNECTIONS FOR #8 AWG AND SMALLER CONDUCTORS.

NO SPLICES SHALL BE ALLOWED IN ANY CAST IRON OR CONCRETE PULL BOX UNLESS IT IS SPECIFICALLY CALLED FOR ON THE DRAWINGS OR IT IS WITH THE SPECIFIC WRITTEN APPROVAL OF THE ELECTRICAL ENGINEER. WHEN SPLICES ARE ALLOWED, A THOMAS & BETTS NO. HS-LR SERIES WATERTIGHT HEAT SHRINK PROCESS JACKET OVER THE SPLICE SHALL BE USED. MAKE ALL SPLICES WATERTIGHT FOR EXTERIOR EQUIPMENT AND EQUIPMENT IN PUMP ROOMS.

OUTLET BOXES

GALVANIZED PRESSED STEEL, KNOCKOUT TYPE FOR GENERAL INTERIOR WIRING. PROPER SIZE FOR NUMBER OF WIRES BUT NOT LESS THAN 4" SQUARE. WATERPROOF CAST BOXES FOR EXTERIOR WIRING AND IN WET OR DAMP LOCATIONS. MANUFACTURED BY CROUSE HINDS OR APPLETON.

BREAKERS FOR EXISTING PANEL

1. INSTALL NEW QUICK-LAG TYPE CIRCUIT BREAKERS IN THE EXISTING PANEL, TO MATCH THE EXISTING PANEL OR BOARD. CIRCUIT BREAKERS SHALL BE RATED 10,000 AIC MIN. OR AS REQUIRED TO MATCH THE AIC RATING OF OTHER CIRCUIT BREAKER THEREIN. THE PANEL DIRECTORY SHALL BE UPDATED TO INDICATE THE NEW LOAD/EQUIPMENT ADDED.

DEVICES

CIRCUIT SWITCHES

1. CIRCUIT SWITCHES SHALL BE WHITE, TOTALLY ENCLOSED, BAKELITE, OR COMPOSITION BASE, TOGGLE TYPE WITH 277 VOLT, A.C. RATING FOR FULL CAPACITY OF CONTACTS FOR INCANDESCENT OR FLUORESCENT LAMP LOADS. SWITCH RATINGS SHALL BE 20 AMPERES ONLY. SWITCHES SHALL BE BACK AND SIDE WIRED.
2. SWITCHES SHALL BE WHITE COLOR FOR NORMAL POWER AND RED WHEN CONNECTED TO EMERGENCY POWER.

DIMMERS AND DAYLIGHT CONTROLS

1. 0-10 VOLT LED WALL BOX DIMMERS SHALL BE GREENGATE #WBSD-010SLD-W (WHITE) OR APPROVED EQUAL. DIMMER SHALL BE RATED 8.0 AMPS AT 120-277 VOLTS.

DEVICE PLATES

1. REQUIRED FOR ALL WIRING DEVICES, TELEPHONE AND DATA OUTLETS AND SIMILAR APPLICATIONS.
2. WALL PLATES: (WHITE, PLASTIC), (0.040" TYPE 302 ALLOY STAINLESS STEEL), SPECIFICATION GRADE, STANDARD SIZE, SMOOTH AND SHALL BE LISTED BY UNDERWRITERS' LABORATORIES. ALL WALL PLATES SHALL BE OF ONE MAKE AND DESIGN, EQUAL TO PASS & SEYMOUR (PLASTIC LINE) (STAINLESS STEEL LINE). ENGRAVE ALL PLATES AS NOTED ON PLANS OR OF 3 GANG OR MORE. ALLOW 15 CHARACTERS PER GANG.
3. GANG COVERS FOR GANG BOXES.

DEVICE ENGRAVING

1. ALL CIRCUIT SWITCH, RECEPTACLE AND POWER OUTLET BOX DEVICE PLATE SHALL BE ENGRAVED WITH THE 1/4" HIGH LETTERS WITH BLACK FILL TO INDICATE THE CIRCUIT NUMBER AND PANEL BOARD SERVING OR BEING CONTROLLED BY THE DEVICES. E.G. "1LCL 2" INDICATES PANEL "1LCL" CIRCUIT "2". DEVICES ON EMERGENCY POWER SHALL RED FILL LETTERS.

NAMEPLATES

PROVIDE BLACK-ON-WHITE NAMEPLATES FOR EACH SWITCHBOARD, PANEL, TERMINAL CABINET, CONTROL CENTER, PULL BOX, DISCONNECT SWITCH AND MAGNETIC MOTOR STARTER TO CORRESPOND WITH DESIGNATIONS ON THE DRAWINGS. NAMEPLATES SHALL BE SECURED WITH SCREWS, BOLTS OR RIVETS. OTHER MEANS OF ATTACHMENT SHALL NOT BE ACCEPTED. "DYMO" TYPE LABELS WILL NOT BE ACCEPTED. NAMEPLATES FOR DEVICES OR EQUIPMENT SUPPLIED BY EMERGENCY POWER SHALL BE RED-ON-WHITE.

LIGHTING FIXTURES

1. PROVIDE AND INSTALL ALL LIGHT FIXTURES AS SHOWN, COMPLETE WITH LAMPS/LEDS, BALLASTS/DRIVERS, WIRING, CONTROLS AND SECURELY ATTACHED TO SUPPORT SYSTEM TO MEET ALL SEISMIC CODE REQUIREMENTS.
2. ALL MATERIALS, ACCESSORIES, AND ANY OTHER EQUIPMENT NECESSARY FOR THE COMPLETE AND PROPER INSTALLATION OF ALL LIGHTING FIXTURES INCLUDED IN THIS CONTRACT SHALL BE FURNISHED BY THE CONTRACTOR.
3. SPECIFICATIONS AND SCALE DRAWINGS ARE INTENDED TO CONVEY THE SALIENT FEATURES, FUNCTION AND CHARACTER OF THE FIXTURES ONLY, AND DO NOT UNDERTAKE IT TO ILLUSTRATE OR SET FORTH EVERY ITEM OR DETAIL NECESSARY FOR THE WORK.
4. OMISSIONS: THE OWNER SHALL NOT BE HELD RESPONSIBLE FOR THE OMISSION OR ABSENCE OF ANY DETAIL, CONSTRUCTION FEATURE, ETC. WHICH MAY BE REQUIRED IN THE PRODUCTION OF THE FIXTURES. THE RESPONSIBILITY OF ACCURATELY FABRICATING THE FIXTURES TO THE FULFILLMENT OF THIS SPECIFICATION RESTS WITH THE CONTRACTOR.
5. FURNISH, INSTALL AND WIRE LIGHTING FIXTURES SCHEDULED OR INDICATED BY TYPE DESIGNATION ON THE DRAWINGS. IF TYPE DESIGNATION IS OMITTED, FIXTURES SHALL BE OF THE SAME TYPE AS SHOWN FOR ROOMS OF SIMILAR USAGE. VERIFY BEFORE PURCHASE AND INSTALLATION. NO ALTERNATIVE FIXTURES WILL BE ACCEPTED.
6. LOCATIONS OF FIXTURES ON ELECTRICAL DRAWINGS ARE DIAGRAMMATIC. VERIFY LOCATION AND SPACING WITH ARCHITECTURAL REFLECTED CEILING PLANS AND OTHER REFERENCE DATA BEFORE PURCHASING. COORDINATE SPACE CONDITIONS, INCLUDING HEADROOM CLEARANCES AND INTERFERENCES WITH CEILING COMPONENTS SUCH AS DUCTS, OPENINGS, BEAMS AND PIPING PRIOR TO INSTALLATION. VERIFY FINAL CEILING TYPE WITH FINAL ARCHITECTURAL REFLECTED CEILING PLANS PRIOR TO ORDERING FIXTURE. PROVIDE MOUNTING ACCESSORIES FOR PROPER INSTALLATION IN CEILING TYPE.
7. MINOR DETAILS, NOT USUALLY INDICATED ON THE DRAWINGS NOR SPECIFIED, BUT THAT ARE NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE FIXTURES, SHALL BE INCLUDED, THE SAME AS IF THEY WERE HEREIN SPECIFIED OR INDICATED ON THE DRAWINGS.
8. ALL RECESSED FIXTURES SHALL BE THERMALLY PROTECTED.

DIFFUSERS

UNLESS NOTED OTHERWISE, ALL LIGHTING FIXTURE DIFFUSER SHALL BE VIRGIN ACRYLIC PLASTIC.

ALL FLAT PLASTIC DIFFUSERS SHALL BE CLEAR WITH MALE CONICAL PRISMS AND MANUFACTURED FROM CLEAR VIRGIN ACRYLIC. LENS SHALL BE AS MANUFACTURED BY ROHM & HAAS CO., KSH OR CONTINENTAL POLYMERS. NOMINAL 2' X 4' OR SMALLER LENSES SHALL HAVE A MINIMUM UNPENETRATED DEPTH OF 0.1045" AND A MINIMUM OVERALL THICKNESS OF 0.1875". SHAPED ACRYLIC LENSES SHALL BE MANUFACTURED FROM ROHM & HAAS PLEXIGLAS V, V TYPE 920 OR VM, OR APPROVED EQUAL USING INJECTION MOLDING OR EXTRUSION.

LED LUMINAIRE REQUIREMENTS

1. ELECTRICAL COMPONENTS, DEVICES, AND ACCESSORIES: LISTED AND LABELED AS DEFINED IN NFPA 70, BY A QUALIFIED TESTING AGENCY, AND MARKED FOR INTENDED LOCATION AND APPLICATION.
2. NRTL COMPLIANCE: LUMINAIRES FOR HAZARDOUS LOCATIONS SHALL BE LISTED AND LABELED FOR INDICATED CLASS AND DIVISION OF HAZARD BY AN NRTL.
3. FM GLOBAL COMPLIANCE: LUMINAIRES FOR HAZARDOUS LOCATIONS SHALL BE LISTED AND LABELED FOR INDICATED CLASS AND DIVISION OF HAZARD BY FM GLOBAL.
4. RECESSED FIXTURES: COMPLY WITH NEMA LE 4.
5. BULB SHAPE COMPLYING WITH ANSI C79.1.
6. LAMP BASE COMPLYING WITH ANSI C81.61 OR IEC 60061-1.
7. CRI OF MINIMUM 80, CCT AT 4100 K.
8. RATED LAMP LIFE OF 50,000 HOURS MINIMUM.
9. LAMPS DIMMABLE FROM 100 PERCENT TO 0 PERCENT OF MAXIMUM LIGHT OUTPUT.
10. INTERNAL DRIVER WITH 0-10 VOLT DIMMING CONTROLLER AS INDICATED ON THE DRAWINGS.
11. LED DRIVER SHALL BE OPTICALLY ISOLATED
12. NOMINAL INPUT OPERATING VOLTAGE: 120/277 V AC.
13. LED DRIVER AND LEDS SHALL HAVE A 10 YEAR LIMITED WARRANTY. THE WARRANTY INFORMATION SHALL BE SUBMITTED WITH THE SHOP DRAWINGS.
14. LENS THICKNESS: AT LEAST 0.01875 INCH MINIMUM UNLESS OTHERWISE INDICATED.

WARRANTY

PROVIDE A WARRANTY FOR ALL LABOR AND EQUIPMENT FOR A PERIOD OF ONE YEAR AFTER THE ACCEPTANCE OF THE PROJECT. ANY ELECTRICAL TROUBLE DEVELOPING DURING THIS PERIOD DUE TO FAULTY WORKMANSHIP OR MANUFACTURE SHALL BE COVERED UNDER THE WARRANTY AND IMMEDIATELY CORRECTED AT NO COST TO THE OWNER.

TESTS

TEST ALL WIRE FOR SHORTS, OPENS, GROUNDS, OR OTHER DEFECTS;
CORRECT ANY DEFECTIVE WORK. DEMONSTRATE CONTINUOUS SATISFACTORY OPERATION OF ALL ELECTRICAL WORK WITH THE OWNER BY RUNNING THROUGH MANUAL OPERATIONS.

BUILDING AND SAFETY APPROVED

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ELECTRICAL SPECIFICATIONS

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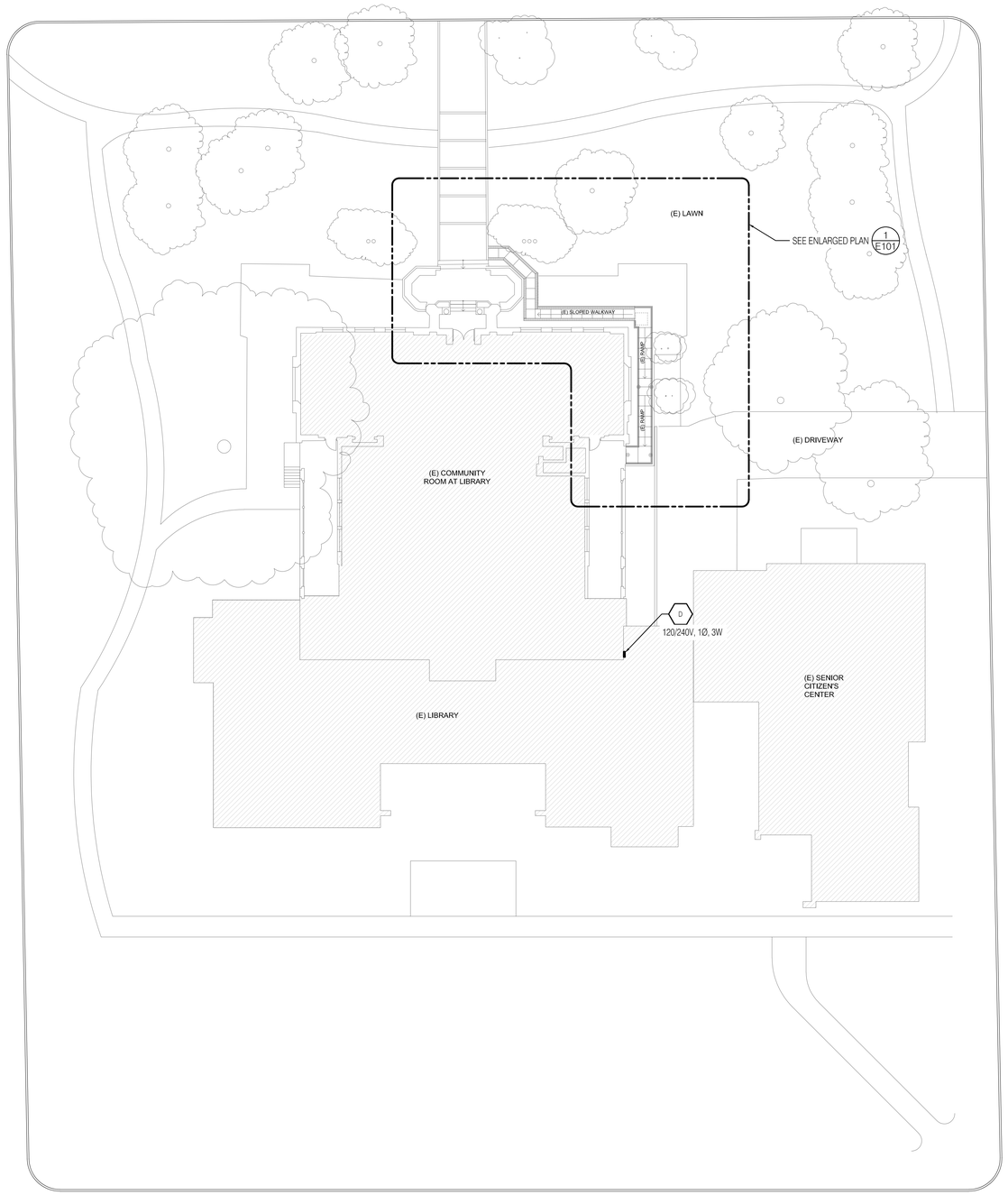
EL CENTRO STREET



DIAMOND AVENUE

FAIRVIEW AVENUE

OXLEY STREET

OVERALL ELECTRICAL SITE PLAN 1

1/16" = 1'-0"

0' 4' 16' 32' 64'

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OVERALL ELECTRICAL SITE PLAN

E-100

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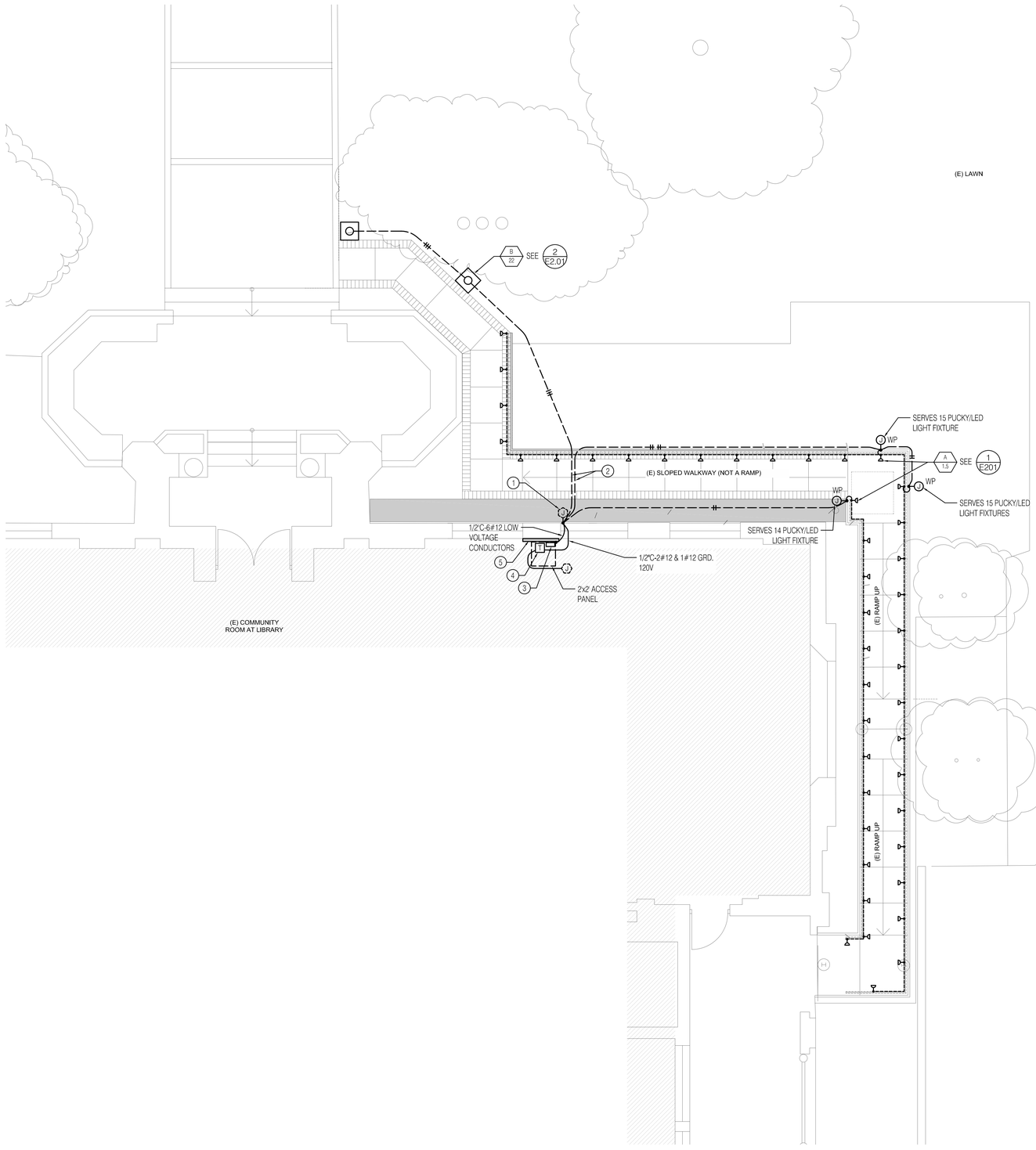

ENLARGED ELECTRICAL SITE PLAN 1

1/4" = 1'-0"

0' 1' 4' 8' 16'

REFERENCE NOTES

1. REMOVE EXISTING SINGLE GANG OUTLET AND INSTALL NEW 2-GANG "FD" WEATHERPROOF WITH (3) 3/4" HUB SIZE AND BARRIER WITH 120V AND LOW VOLTAGE SECTION.
2. JACK CONDUITS UNDER EXISTING WALKWAY.
3. THREE LOW VOLTAGE 50W LED DRIVERS WITH 0-10V DIMMING ALPHABET #P70414-500-ECO MOUNTED ON PLYWOOD BACKBOARD.
4. INTERMATIC TIME SWITCH #ET8015TC MOUNTED PLYWOOD BACKBOARD.
5. 3' x 2' x 3/4" THK. PLYWOOD BACKBOARD WHITE WITH TWO COATS F FLAT WHITE PAINT ON FRONT, BACK AND ALL EDGES. PLYWOOD SHALL BE TREATED WITH FIRE RESISTANT THERMICAL PRIOR O PAINTING.

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ENLARGED ELECTRICAL SITE PLAN

E-101

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P25002

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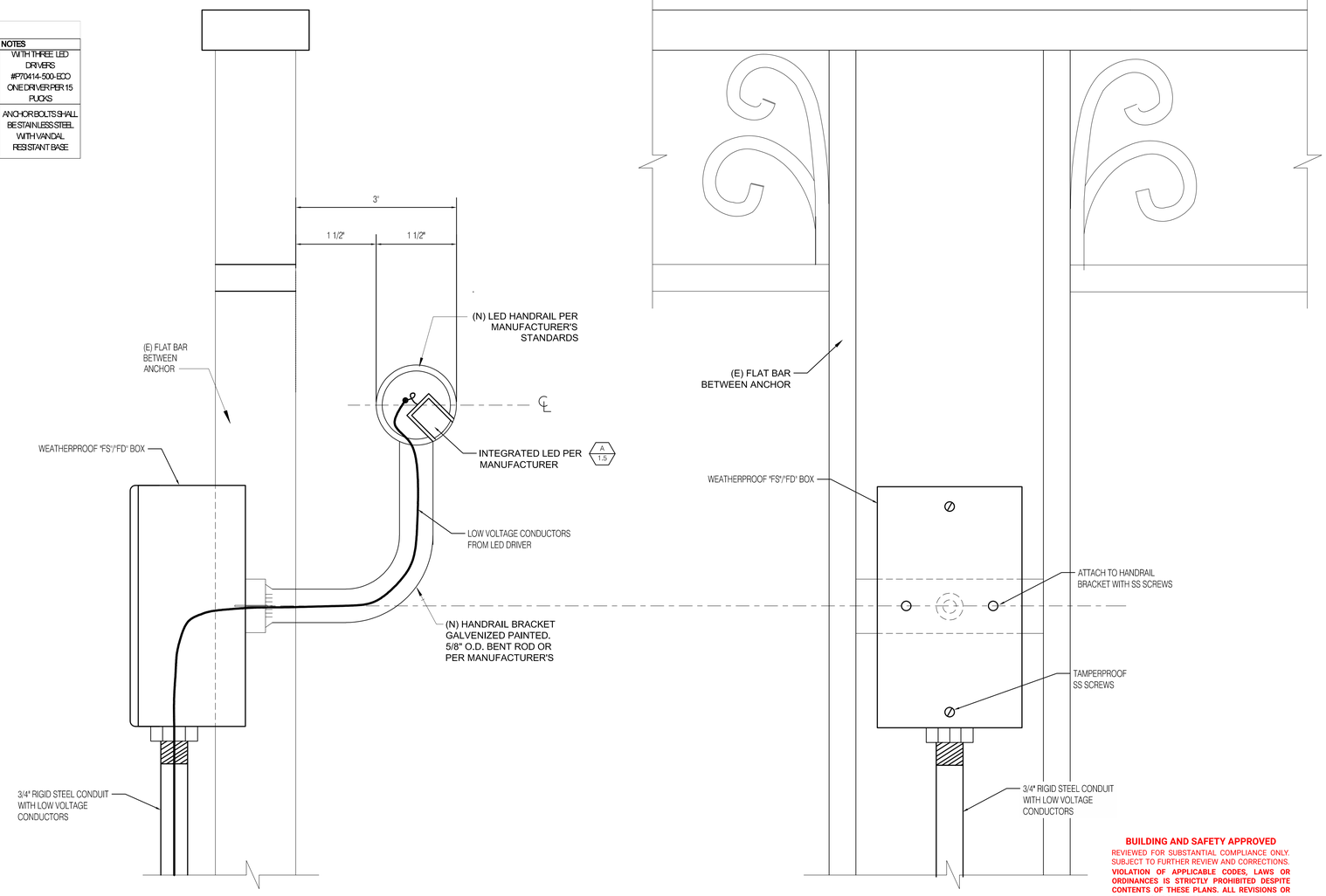
LUMINAIRE SCHEDULE

TYPE	DESCRIPTION	MODEL	VOLTAGE	TYPE	CRI/ CTT	LUMENS	WATTAGE	NOTES
A/ 1.5	RECESSED SNAP IN STANDARD WHITE THETA HANDRAIL PUCK LED	ALPHABET 750S-30K-ST-BG-AG-CF	3Vdc	0-10V	3000K	170	1.5	WITH THREE LED DRIVERS #P70414-500-ECO ONE DRIVER PER 15 PUCKS
B/42	3" HIGH WALKWAY LED BOLLARD	VISIONAIRE #OWK-8436-COG-22W-3K-UNV-AB-BK-ILSVRB	UNV	0-10V	3000	1465	22	ANCHOR BOLTS SHALL BE STAINLESS STEEL WITH VANDAL RESISTANT BASE



SECTION VIEW

ELEVATION VIEW

PROPOSED LED HANDRAIL DETAIL 1 E-201

SCALE: NONE

BUILDING AND SAFETY APPROVED
REVIEWED FOR SUBSTANTIAL COMPLIANCE ONLY. SUBJECT TO FURTHER REVIEW AND CORRECTIONS. **VIOLATION OF APPLICABLE CODES, LAWS OR ORDINANCES IS STRICTLY PROHIBITED DESPITE CONTENTS OF THESE PLANS. ALL REVISIONS OR DEVIATIONS FROM THESE PLANS REQUIRE PRIOR BUILDING OFFICIAL APPROVAL.**

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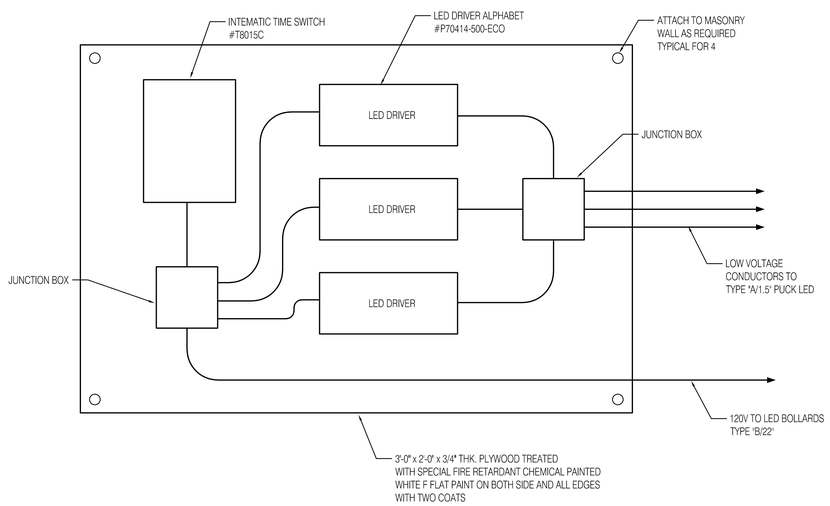

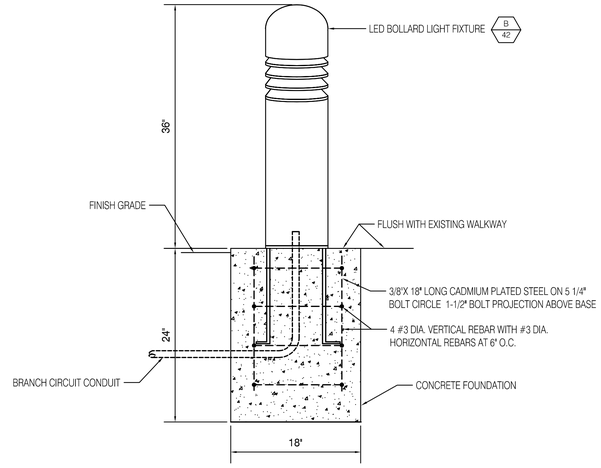

BOLLARD DETAIL 2 E-201

SCALE: NONE

ONYX

08.01.2025

CONSTRUCTION DRAWINGS

MY Engineering, Inc.
Mechanical, Electrical and Plumbing (MEP) Consulting Engineers
1303 West Roxbury Street
West Covina, California 91790-4616
(626) 337-1965 / JOB #

CITY OF SOUTH PASADENA
SOUTH PASADENA PUBLIC LIBRARY RAMP UPGRADE
1115 EL CENTRO ST.
SOUTH PASADENA, CA, 91030
15 JULY 2025
CONSTRUCTION DRAWINGS

ELECTRICAL DETAILS

E201

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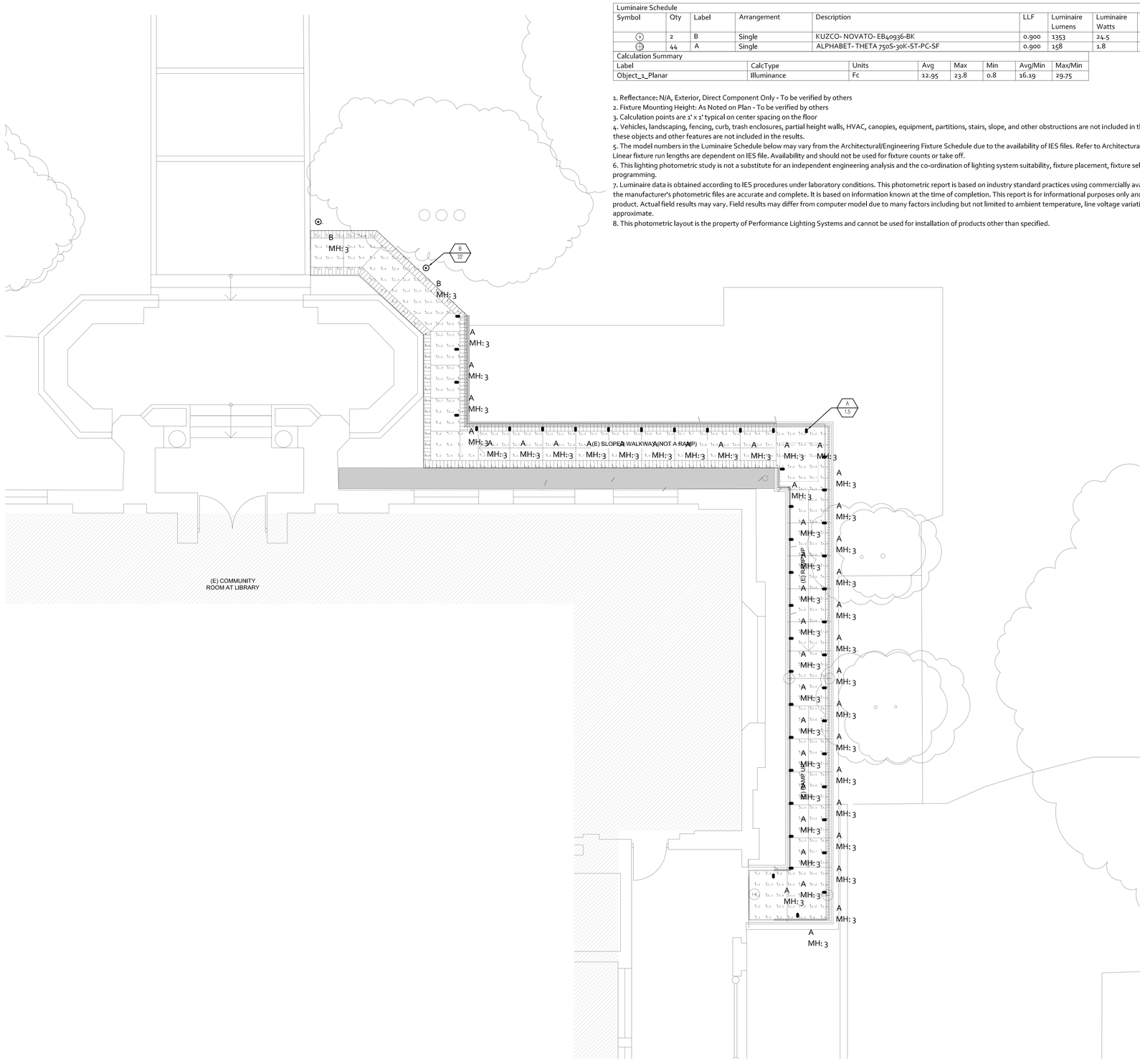
Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Description	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
⊕	2	B	Single	KUZCO- NOVATO- EB40936-BK	0.900	1353	24.5	49
⊕	44	A	Single	ALPHABET- THETA 750S-30K-ST-PC-SF	0.900	158	1.8	79.2

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Object_1_Planar	Illuminance	Fc	12.95	23.8	0.8	16.19	29.75

1. Reflectance: N/A, Exterior, Direct Component Only - To be verified by others
2. Fixture Mounting Height: As Noted on Plan - To be verified by others
3. Calculation points are 1' x 1' typical on center spacing on the floor
4. Vehicles, landscaping, fencing, curb, trash enclosures, partial height walls, HVAC, canopies, equipment, partitions, stairs, slope, and other obstructions are not included in the calculation results unless drawn in model. The shadowing effects of these objects and other features are not included in the results.
5. The model numbers in the Luminaire Schedule below may vary from the Architectural/Engineering Fixture Schedule due to the availability of IES files. Refer to Architectural/Engineering Fixture Schedule for the complete specification and model number. Linear fixture run lengths are dependent on IES file. Availability and should not be used for fixture counts or take off.
6. This lighting photometric study is not a substitute for an independent engineering analysis and the co-ordination of lighting system suitability, fixture placement, fixture selection and safety to comply with local building codes and project programming.
7. Luminaire data is obtained according to IES procedures under laboratory conditions. This photometric report is based on industry standard practices using commercially available IES photometric files provided by the lighting manufacturers. It assumes the manufacturer's photometric files are accurate and complete. It is based on information known at the time of completion. This report is for informational purposes only and is not a guarantee of performance or an endorsement of any manufacturer's product. Actual field results may vary. Field results may differ from computer model due to many factors including but not limited to ambient temperature, line voltage variations, installation, reflectance, and site-specific conditions. Results are approximate.
8. This photometric layout is the property of Performance Lighting Systems and cannot be used for installation of products other than specified.



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ENLARGED PHOTOMETRIC SITE PLAN 1
1/4" = 1'-0"

0' 1' 4' 8' 16'

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08.01.2025
CONSTRUCTION DRAWINGS

MY Engineering, Inc.
Mechanical, Electrical and Plumbing
(MEP) Consulting Engineers
1303 West Roxbury Street
West Covina, California 91790-4616
(626) 337-1965 / JOB #

CITY OF SOUTH PASADENA
SOUTH PASADENA PUBLIC LIBRARY RAMP UPGRADE
1115 EL CENTRO ST.
SOUTH PASADENA, CA, 91030
15 JULY 2025
CONSTRUCTION DRAWINGS

ENLARGED PHOTOMETRIC SITE PLAN

E-301

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Public Works Project Bid Packet

LIBRARY NORTHEAST
RAMP PROJECT NO. 005149
CITY OF SOUTH PASADENA
Public Works Department

Purpose: Construction, repair, improvements etc. of public buildings or property

Value: Under $200,000

Bidding: Formal Bid Process in accordance with South Pasadena Municipal Code (SPMC) Chapter 2 Administration, Article XIII Awarding Public Works Contracts and the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.)

Required Documents Checklist:

- □ Notice Inviting Sealed Bids
- □ Instruction to Bidders
- □ Proposal Information and Documents
- □ Contract Information and Documents
- □ Standard Specifications
- □ Special Provisions Part 1 through 9
- □ Appendices

Mandatory Forms Checklist:

- □ Bid Proposal
- □ Bid Schedule
- □ Bid Bond & Certificate of Acknowledgment or Bid Guarantee
- □ Bidder Information
- □ Experience Statement
- □ Designation of Suppliers and Subcontractors
- □ Statement Regarding Insurance Coverage
- □ Statement Regarding Contractor's Licensing Laws
- □ Non-Collusion Affidavit

Documents Required Upon Award:

- □ Contract Agreement & Certificate of Acknowledgment
- □ Payment Bond & Certificate of Acknowledgment
- □ Faithful Performance Bond & Certificate of Acknowledgment
- □ Maintenance Bond & Certificate of Acknowledgment
- □ Worker's Compensation Insurance Certificate
- □ Endorsements to Insurance Policy

Approved for use on June 7, 2023
294856.v3

NOTICE INVITING BIDS AND CONTRACT DOCUMENTS

FOR

LIBRARY NORTHEAST RAMP PROJECT NO. 005149. IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Prepared and Approved by:
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7240

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LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

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SECTION A – NOTICE INVITING SEALED BIDS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149

IN THE CITY OF SOUTH PASADENA, CALIFORNIA

CALENDAR OF EVENTS*

Bid Advertisement	3rd day of February, 2026
Bid Package Available Starting	3rd day of February, 2026
Pre-Bid Meeting & Site Visit Walk Through	12th day of February, 2026 at 10:00 a.m.
Questions Regarding the Proposal Due	17th day of February, 2026 at 5:00 p.m.
Addendum Posted on City's Planet Bids System	19th day of February, 2026 at 4:00 p.m.
Bid Due Date and Time	24th day of February, 2026 at 4:00 p.m.
Bid Opening	24th day of February, 2026 at 5:00 p.m.
Bid Results/Contractor Selection	2nd day of March, 2026
Council Approval of Contract	4th day of March, 2026
New Contract in Effect	18th day of March, 2026
Construction Start Date, not earlier than	23rd day of March, 2026
Construction End Date, not later than	15th day of May, 2026

*All dates are subject to change.

NOTICE INVITING SEALED BIDS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

PUBLIC NOTICE IS HEREBY GIVEN that the City of South Pasadena as AGENCY, invites sealed bids for the above stated project and will receive such bids through the City's online bid management system ("PlanetBids"), up to the hour of 4:00 p.m., on Thursday the 26th day of February 2026. After said time, bids will be publicly posted on PlanetBids. The date and time shall be extended by no less than 72 hours if the officer, department, or Project Manager issues any material changes, additions, or deletions to the invitation later than 72 hours prior to the bid closing. Any bids received after the time specified above or any extension due to material changes shall not be considered.

Project Name: *LIBRARY NORTHEAST RAMP (PROJECT NO. 005149)*

City PlanetBids Project Bid Opportunities: https://vendors.planetbids.com/portal/44654/bo/bo-search

Project Description: The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of new handrails, lighting, building exterior wall waterproofing, and construction of a concrete drainage swale.

Engineer's Estimate: $160,000

Bids must be submitted through the City's online bid management system ("PlanetBids"). A bidder may obtain a copies of the plans, specifications, and contract documents from PlanetBids. To the extent required by section 20103.7 of the Public Contract Code, upon request from a contractor plan room service, the City shall provide an electronic copy of the contract documents at no charge to the contractor plan room. Please Note: Prospective bidders who choose to review the contract documents at a plan room must also register with the City through PlanetBids to obtain the required contract documents if they decide to submit a bid for the Project.

It is the responsibility of each prospective bidder to download and print all contract documents for review and to verify the completeness of contract documents before submitting a bid. Any addenda will be posted on PlanetBids. It is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. The City does not assume any liability or responsibility based on any defective or incomplete copying, excerpting, scanning, faxing, downloading or printing of the contract documents. Information on PlanetBids may change without notice to prospective bidders. The contract documents shall supersede any information posted or transmitted by PlanetBids.

In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the AGENCY has determined that the contractor shall possess a valid Class A or B contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render a bidder's bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to the AGENCY that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors' State Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder. (Public Contract Code § 20103.5)

CONTRACTORS AND SUBCONTRACTORS ARE ALSO REQUIRED TO BE REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS FOR ANY BID PROPOSAL SUBMITTED ON OR AFTER MARCH 1, 2015, AND FOR ANY CONTRACT FOR PUBLIC WORK ENTERED INTO ON OR AFTER APRIL 1, 2015. A contractor or subcontractor shall not be qualified to bid on, be listed on a bid proposal for, or perform any public work contract unless it is currently registered with the California Department of Industrial Relations as described in Labor Code § 1725.5.

Bids must be prepared on the approved bid forms in conformance with INSTRUCTIONS TO BIDDERS and submitted through PlanetBids.

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by THE TIME AND DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder's security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier's check made payable to the City of South Pasadena; (c) a certified check made payable to the City of South Pasadena; or (d) a bidder's bond executed by an admitted surety insurer, made payable to the City of South Pasadena. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and to deliver the necessary bonds and insurance certificates as specified in the contract documents. **THE BID GUARANTEE MUST BE SUBMITTED IN HARD COPY DIRECTLY TO THE CITY PRIOR TO THE SPECIFIED DATE AND TIME FOR BID OPENING AS SET FORTH IN THE INSTRUCTIONS TO BIDDERS.**

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 9550, a payment bond is required to be submitted for all projects estimated in excess of $25,000.00.

The AGENCY has determined that the proposed project is a public works project subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

The AGENCY reserves the right to reject any and all bids and to waive any minor irregularities in the proposal documents.

All questions should be submitted via PlanetBids. City staff will not respond to questions made via phone or email.

CITY OF SOUTH PASADENA

Date: February 3, 2026

By: _____

Julian Lee
Public Works Director

SECTION B – INSTRUCTIONS TO BIDDERS

LIBRARY NORTHEAST RAM PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

INSTRUCTIONS TO BIDDERS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

B1.01 INSPECTION OF SITE OF WORK

Bidders are required to inspect the site of the work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at the site of work. If, during the course of his/her examination, a bidder finds facts or conditions which appear to him/her to conflict with the letter or spirit of the contract documents, or with any other data furnished him/her, he/she may apply to the AGENCY in writing in accordance with **B1.04 INTERPRETATION OF CONTRACT DOCUMENTS** for additional information and explanation before submitting his/her bid.

The submission of a proposal by the bidder shall constitute the acknowledgment that, if awarded the contract, he/she has relied and is relying on his/her own examination of (a) the site of the work, (b) the access to the site, and (c) all other data, matters, and things requisite to the fulfillment of the work and on his/her own knowledge of existing services and utilities on and in the vicinity of the site of the work to be constructed under the contract, and not on any representation or warranty of the AGENCY. No claim for additional compensation will be allowed which is based upon a lack of knowledge of these items.

B1.02 EXAMINATION OF CONTRACT DOCUMENTS

Each bidder shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications, drawings and addenda (if any). The submission of a proposal shall constitute an acknowledgment upon which the AGENCY may rely that the bidder has thoroughly examined and is familiar with the contract documents. The bidders' attention is directed to the need, if any, for special invoicing for this project. The failure or neglect of a bidder to receive or examine any of the contract documents shall in no way relieve him/her from any obligations with respect to his/her proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract document.

B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE

Bidder's attention is called to the provisions set forth in **SECTION E, STANDARD SPECIFICATIONS**, particularly those pertaining to the contract period and liquidated damages for avoidable delays.

The CONTRACTOR shall begin work within fifteen (15) calendar days after the date of material delivery and within the working days established by the Notice to Proceed, and shall diligently prosecute said work to completion before the expiration of **40 WORKING DAYS.** The CONTRACTOR shall pay to the AGENCY liquidated damages in accordance with Section 6-9 of the special Provisions (Section F) for each calendar day, or portion thereof, of delay in finishing the work in excess of the number of working days prescribed above.

B1.04 INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretations will be made to any bidder as to the meaning of the contract documents. Requests for an interpretation shall be made in writing and submitted to the AGENCY through PlanetBids at least five (5) working days before the time announced for opening the proposals. Interpretations by the AGENCY will be in the form of addenda to the contract documents and, when issued, will be posted on PlanetBids. It is the responsibility of each prospective bidder to check PlanetBids on a daily basis through the close of bids for any applicable addenda or updates. All such addenda shall become part of the contract.

B1.05 SOIL INFORMATION

Soil reports have not been prepared for this project.

B1.06 PROPOSAL

Proposals shall be made on the forms enclosed in **SECTION C** of these specifications. All proposals shall give the prices proposed, both in words and in numbers, shall give all other information requested herein, and shall be signed by the bidder or his/her authorized representative, with his/her address. If the proposal is made by an individual, his/her name, signature and mailing address must be shown; if made by firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown; if made by a corporation, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and mailing address of the corporation, and the name and title of the person who signs on behalf of the corporation. If the proposal is made by a corporation, a certified copy of the bylaws or resolution of the board of directors of the corporation shall be furnished demonstrating the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

Each proposal shall be submitted through PlanetBids. Bidders are warned against making erasures or alterations of any kind, and proposals which contain omissions, erasures or irregularities of any kind may be rejected. No oral, telegraphic or telephonic proposals or modifications will be considered.

The Bid Schedule is available on PlanetBids through the "Line Items" tab. Bidders must insert and submit their Bid prices directly through PlanetBids by selecting "Place eBid" under the "Line Items" tab. The Bid Schedule will be incorporated into the Contract Documents. Failure to submit the Bid Schedule will render a bid nonresponsive. Bidders must provide pricing for every bid item. The costs of any Work shown or required in the Contract Documents, but not specifically identified as a Pay Item are to be included in related Pay Items and no additional compensation shall be due Contractor by virtue of Contractor's compliance with the Contract Documents. The estimated quantities for unit price items are for purposes of comparing bids only and City makes no representation that the actual quantities of Work performed will not vary from the estimates.

In conformance with the Business and Profession Code, § 7028.15, the CONTRACTOR must state clearly his/her license number and expiration date. In addition, he/she shall sign a statement that these representations were made under the penalty of perjury. This statement shall be made on the **EXPERIENCE STATEMENT** in **SECTION C**.

The CONTRACTOR will be required to pay prevailing wage pursuant to California Law, including California Labor Code §§ 1770 et seq. Copies of the prevailing rate of per diem wages are on file at the offices of the AGENCY.

The following Bid Forms shall be completed and signed by the Bidder and uploaded to PlanetBids as a single PDF file:

- Bidder Information
- Experience Statement
- Designation of Suppliers and Subcontractors
- Statement Regarding Insurance Coverage
- Statement Regarding Contractor's Licensing Laws
- Non-Collusion Affidavit

B1.07 ADDENDA

Each proposal shall include specific acknowledgment in the space provided on **SECTION C - BID PROPOSAL** of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

Each prospective Bidder must register with the City through PlanetBids. Addenda will be uploaded to PlanetBids. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each Bidder should visit PlanetBids to verify that it has received all Addenda issued, if any, prior to the Bid opening.

B1.08 BID PRICES

Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including, but not limited to, furnishing all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, except as may be provided otherwise in the contract documents. In the event of a difference between a price quoted in words and a price quoted in numbers for the same quotation, the words shall be the amount bid.

In preparing bid prices, bidder represents that he/she has carefully examined the Contract Documents and the site where the work is to be performed and that he/she has familiarized himself with all local conditions and federal, state and local laws, ordinances, rules, and regulations that may affect the performance of the work in any manner. The bidder further represents that he/she has studied all surveys and investigation reports about subsurface and physical conditions pertaining to the job site, that he/she has performed such additional surveys and investigations as he/she deems necessary to complete the work at his/her bid price, and that he/she has correlated the results of all such data with the requirements of the Contract Documents. The submittal of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, including locality, uncertainty of weather and all other contingencies, and as to the character, quality, quantities, and scope of the work.

The plans and specifications for the work show subsurface conditions or otherwise hidden conditions as the Design Engineer supposes or believes them to exist, but is not intended or to be inferred that the conditions as shown thereon constitute a representation that such conditions are actually existent. Except as otherwise specifically provided in the Contract Documents, the AGENCY, the Design Engineer and their consultants or agents shall not be liable for any loss sustained by the CONTRACTOR as a result of any variance of such conditions as shown on the plans and the actual conditions revealed during the progress of the work or otherwise.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in the **BID SCHEDULE** in **SECTION C** are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. CONTRACTOR shall be responsible for verifying all estimated quantities. CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for unauthorized work performed outside of that required by the Contract Documents.

B1.09 TAXES

No mention shall be made in the proposal of sales tax, use tax, or any other tax, as all amounts bid will be deemed and held to include any such taxes which may be applicable.

B1.10 RECOGNITION OF BONDING COMPANIES

All bonding companies used by the CONTRACTOR in this contract must be recognized by the Federal Government within Circular 570. All proposals or contracts received that include bonds posted by bonding companies not recognized in Circular 570 will result in the disqualification of the bid proposal and forfeiture of the bid bond.

B1.11 QUALIFICATION OF BIDDERS

Each bidder shall be skilled and regularly engaged in the general class or type of work called for under the contract. A statement setting forth his/her experience shall be submitted by each bidder on the **EXPERIENCE STATEMENT** form provided in **SECTION C**.

Each bidder shall possess a valid CONTRACTOR's License issued by the CONTRACTOR's State License Board at the time his/her bid is submitted. The class of license shall be applicable to the work specified in the contract. Each bidder shall also have no less than five (5) years of experience in the magnitude and character of the work bid.

It is the intention of the AGENCY to award a contract to a bidder who furnished satisfactory evidence that he/she has the requisite experience and ability, and that he/she has sufficient capital, facilities, and plant to enable him/her to prosecute the work successfully and properly, and to complete it within the time stated in the contract.

To determine the degree of responsibility to be credited to the bidder, the AGENCY will weigh any evidence that the bidder has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. If in the opinion of the AGENCY, a bidder is determined to be insufficiently qualified, then that bidder will not be considered for award of the contract.

B1.12 DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

Each proposal shall have listed on the **DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS** form provided in **SECTION C** the name, California contractor license number, and Department of Industrial Relations registration number, and address of each subcontractor to whom the bidder proposes to sublet portions of the work in excess of one-half of one percent of the total amount of his/her bid. For the purpose of this paragraph, a subcontractor is defined as one who contracts with the CONTRACTOR to furnish materials and labor, or labor only for the performance of work at the site of the work or who will specially fabricate a portion of the work off the site pursuant to detailed drawings in the contract documents.

Public Contract Code § 4104 requires all bidders to list subcontractors and state the license number of all subcontractors who will perform work in excess of one-half of one percent of the total bid, or in the case of streets and highways, one-half of one percent of the total bid or $10,000, whichever is greater.

Public Contract Code § 6109 prohibits a CONTRACTOR from performing work with a subcontractor who is debarred pursuant to Labor Code §§ 1777.1 or 1777.7.

B1.13 PROPOSAL GUARANTEE

The proposal shall be accompanied by a proposal guarantee bond duly completed on the form provided herewith by a guarantee company authorized to carry on business in the State of California for payments to the AGENCY in the sum of at least 10% of the total amount of the bid proposal, or alternatively by a certified or cashier's check payable to the AGENCY, or cash, in the sum of at least 10% of the total amount of the bid proposal. The amount payable to the AGENCY under the proposal guarantee shall be forfeited to the AGENCY in case of failure or neglect of the bidder to furnish, execute and deliver to the AGENCY the required bonds, evidence of insurance and to enter into, execute and deliver to the AGENCY the agreement on the form provided herewith, within ten (10) days after being notified in writing by the AGENCY that the award has been made and the agreement is ready for execution.

The bid security must be submitted in original hard copy directly to the City Clerk's office prior to specified time and date for the Bid opening.

B1.14 MODIFICATION OF PROPOSAL

A modification of a bid proposal already received will be considered only if the modification is received before the time announced for the opening of bids. All modifications shall be made in writing, executed and submitted in the same form and manner as the original bid proposal.

B1.15 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn through PlanetBids, incurring no penalty, if they are submitted prior to the bid opening hour stipulated in **SECTION A – NOTICE INVITING SEALED BIDS**. Proposals may not be withdrawn after that time without forfeiture of the proposal guarantee, except as authorized by Public Contract Code sections 5100 through 5110. The withdrawal of a proposal will not prejudice the right of the bidder to submit a new proposal, providing there is time to do so.

B1.16 POSTPONEMENT OF BID OPENING

The AGENCY reserves the right to postpone the date and time for opening of bids at any time prior to the date and time announced in **SECTION A–NOTICE INVITING SEALED BIDS**.

B1.17 DISQUALIFICATION OF BIDDERS

If there is reason to believe that collusion exists among the bidders, none of the bids of the participants in such collusion will be considered. In the event that any bidder acting as a prime CONTRACTOR has an interest in more than one proposal, all such proposals will be rejected, and the bidder will be disqualified. This restriction does not apply to subcontractors or suppliers who may submit quotations to more than one bidder, and while doing so, may also submit a formal proposal as a prime CONTRACTOR.

B1.18 REJECTION OF PROPOSALS

The AGENCY reserves the right to reject any and all proposals, to waive any irregularity, and to reject any proposals which are incomplete, obscure or irregular; any proposals which omit a bid on any one or more items on which bids are required; which omit unit prices if unit prices are required; in which unit prices are unbalanced in the opinion of the AGENCY; which are accompanied by insufficient or irregular bid security; or which are from bidders who have previously failed to perform properly or to timely complete contracts of any nature.

B1.19 AWARD OF CONTRACT

The Contract will be awarded, if at all, to the lowest responsible and responsive bidder, whose bid proposal is not rejected for cause by the AGENCY. The basis for establishing the lowest responsible and responsive bidder shall be the amount of the base bid. However, until an award is made, the AGENCY reserves the right to reject any or all bids, and to waive technical errors or discrepancies, if to do so is deemed to best serve the interests of the AGENCY. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the bidder to whom it is proposed to make such an award.

Each bidder's attention is directed to the possibility that the award of the project may be delayed for various reasons. The AGENCY reserves the right to delay the award of the project for 45 calendar days. After 45 calendar days, the low bidder may at any time request release from its bid without penalty.

The acceptance of a proposal will be evidenced by a Notice of Award of Contract in writing, delivered by mail to the bidder whose proposal is accepted. No other act of the AGENCY shall constitute acceptance of a proposal. The award of contract shall obligate the bidder whose proposal is accepted to furnish a performance bond, payment bond and maintenance bond, as well as evidence of insurance and to execute the contract set forth herein.

B1.20 RETURN OF PROPOSAL GUARANTEES

Within ten (10) calendar days after the bids are opened, the AGENCY will release the proposal guarantees accompanying the proposals which are not to be considered in making the award. Proposal guarantees for the two lowest bidders will be held until the contract has been fully executed, after which they will be returned to the respective bidders.

B2.21 EXECUTION OF CONTRACT

The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds and evidence of insurance, within ten (10) calendar days after the notification of the contract award by the AGENCY in writing. In case of failure of the successful bidder to execute the contract agreement within ten (10) calendar days after such notice, or any subsequent extension approved by AGENCY, the AGENCY at its option may consider the bidder in default, in which case the bid bond or proposal guarantee accompanying the bid shall become the property of the AGENCY. After execution by the AGENCY, one original contract shall be returned to the CONTRACTOR.

B1.22 FLEXIBILITY OF BID SCHEDULE

It is the intent of the AGENCY to award a contract to the lowest responsible and responsive bidder and the flexibility shown in the bid schedule is necessary to ensure a project within the AGENCY's budget limits and constraints.

SECTION C – PROPOSAL INFORMATION AND DOCUMENTS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Proposal Information and Documents:

□ Bid Proposal
□ Bid Schedule
□ Bid Bond
□ Bid Guarantee
□ Bidder Information
□ Experience Statement
□ Designation of Suppliers and Subcontractors
□ Statement Regarding Insurance Coverage
□ Statement Regarding Contractor's Licensing Laws
□ Non-Collusion Affidavit

BID PROPOSAL

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

CITY OF SOUTH PASADENA
1414 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030

HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL:

The undersigned, as bidder, declares that he/she has examined all of the contract documents and specifications contained in this project manual for the above referenced project, and that he/she will contract with the AGENCY on the form of contract provided herewith to do everything necessary for the fulfillment of this contract at the price, and on the terms and conditions therein contained.

The following are included and are to be considered as forming a part of this proposal: **BID PROPOSAL**, **BID SCHEDULE**, **BID BOND, NONCOLLUSION AFFIDAVIT, BID GUARANTEE** (if submitted in lieu of Bid Bond), **BIDDER INFORMATION**, **EXPERIENCE STATEMENT**, **DESIGNATION OF SUPPLIERS & SUBCONTRACTORS**, **BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE**, and **STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS**.

CONTRACTOR acknowledges receipt and inclusion of addenda _____ to _____ into this bid proposal and the contract documents.

Attached is a Bid Bond duly completed by a guarantee company authorized to carry on business in the State of California in the amount of at least 10% of the total amount of this proposal, or alternatively, there is attached a certified or cashier's check payable to the AGENCY or evidence of a cash payment to the AGENCY, in the amount of at least 10% of the total amount of our proposal.

If this proposal is accepted, we agree to sign the contract form and to furnish the Performance Bond and the Payment Bond (each to be 100% of the bid amount), the Maintenance Bond (to be 50% of the bid amount), and the required evidences of insurance within ten (10) calendar days after receiving written Notice of Award of Contract.

We further agree if our proposal is accepted and a contract for the performance of the work is entered into with the AGENCY, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time stipulated in **B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of SECTION B - INSTRUCTION TO BIDDERS**.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

TELEPHONE NO. _____

STATE CONTRACTOR'S LICENSE NO. _____

STATE OF INCORPORATION:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

(If Company is a Corporation, provide corporate resolution per **B1.06 PROPOSAL of SECTION B – INSTRUCTION TO BIDDERS.**)

BID SCHEDULE

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

IMPORTANT:

THE ELECTRONIC BID SCHEDULE MUST BE COMPLETED BY EACH BIDDER AND PROPERLY SUBMITTED ON PLANETBIDS.

FAILURE TO COMPLETE THE BID SCHEDULE WILL RESULT IN AN INCOMPLETE AND NON-RESPONSIVE BID.

THE ELECTRONIC BID SCHEDULE WILL BE INCORPORATED INTO THE CONTRACT DOCUMENTS.

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. The AGENCY reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with these Contract Documents.

The AGENCY reserves the right to reject any and all bids, to waive any informality in a bid, and to make awards in the interest of the AGENCY.

The CONTRACTOR shall perform an independent take-off of the plans and bid accordingly. Quantities listed in this Bid Schedule are intended only as a guide for the CONTRACTOR as to the anticipated order of magnitude of work. The CONTRACTOR shall be responsible for verifying all estimated quantities. The CONTRACTOR will be reimbursed for the quantity of items actually installed as required by the Contract Documents, including addenda, and shown on the plans to neat line and grade.

The CONTRACTOR will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents. The proposal schedule shall include all costs for labor, services, material, equipment, and installation associated with completing the work in place per the plans, specifications and details.

NAME OF BIDDER:_____

CONTRACTOR'S LICENSE NO.:_____

AUTHORIZED SIGNATURE:_____

TITLE:_____

DATE:_____

BID SCHEDULE (Continued)

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Base Bid

No.	Item Description	Quantity	Unit	Unit Price	Item Amount
1	Ramp including handrail, lighting, waterproofing, concrete swale, drainage piping, bollards, electrical conduit, conductors, boxes, equipment, and associated accessory items.	1	LS		

Base Bid (Item 1) Total: _____

Bid Additives

No.	Item Description	Quantity	Unit	Unit Price	Item Amount
2	Deletion of handrail lighting on west side of ramp: Deletion of lighting fixtures, electrical conduit, conductors, boxes, equipment and associated accessory items	1	LS		

Bid Additive (Item 2) Total: _____

The CONTRACTOR shall be responsible for calculating and providing unit prices for the schedule. The proposal schedule shall include all costs for services, labor, materials, equipment, and installation associated in completing the work in place per the Specifications and details.

Bid Schedule Total: $_____

Bid Schedule Total (in words):_____

_____

_____

_____ _____
(Company Name of Bidder) (Date)

BID BOND

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL MEN BY THESE PRESENTS that Bidder _____, as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto the City of South Pasadena as AGENCY, in the penal sum of _____ dollars ($_____), which is ten percent (10%) of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the AGENCY may accept such Bid; and said SURETY does hereby waive notice of any such extension.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and PRINCIPAL provides the required payment and performance bonds and insurance coverages to AGENCY, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ____ day of _____, 20__.

PRINCIPAL* _____

_____

_____

_____

SURETY* _____

_____

_____

_____

*Provide BIDDER and SURETY name, address and telephone number and the name, title, address and telephone number for their authorized representatives. Power of Attorney must be attached.

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

BID GUARANTEE

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Note: The following statement shall be used if other than a bid surety bond accompanies bid.

"Accompanying this proposal is a money order*, certified check*, cashier's check*, cash*, payable to the order of the City of South Pasadena in the amount of _____ Dollars ($_____) which is at least ten percent (10%) of the total amount of this bid. The proceeds of this bid guarantee shall become the property of the City of South Pasadena provided this bid is accepted by said City, through action of its legally constituted contracting authorities, and the undersigned fails to execute a contract and furnish the required bonds and insurance within the stipulated time. Otherwise, the proceeds of this bid guarantee shall be returned to the undersigned."

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

(*circle one option)

BIDDER INFORMATION

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

BIDDER certifies that the following information is true and correct:

Name of Bidder:_____

Business Address:_____

Telephone:_____FAX:_____

E-mail: _____

CONTRACTOR's License No.:_____ Date License Issued:_____

License Expiration Date:_____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal:
(Name / Title / Address / Telephone)

_____

_____

_____

_____

Any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows: (Type of Judgment / Date)

_____

_____

_____

All current and prior DBA's, aliases, and/or fictitious business names for any principal having an interest in this proposal are as follows: (Principal / DBA's / Applicable Dates)

_____

_____

_____

Prior Disqualification

Has your firm ever been disqualified from performing work for any City, County, Public or Private Contracting entity? Yes / No _____. If yes, provide the following information. (If more than once, use separate sheets):

Date: _____ Entity:_____

Location:_____

Reason:_____

Provide Status and any Supplemental Statement:_____

_____

_____

_____

_____

Has your firm been reinstated by this entity? Yes / No _____

Violations of Federal or State Law

A. Has your firm or its officers been assessed any penalties by any agency for noncompliance, violations of Federal or State labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes / No: _____ Federal / State: _____

If "yes", identify and describe, (including status):_____

_____

_____

_____

_____

Have the penalties been paid? Yes / No:_____

B. Does you firm or its officers have any ongoing investigations by any agency regarding violations of the State Labor Code, California Business and Professions Code or State Licensing laws?

Yes / No:_____ Codes / Laws:_____ Section / Article:_____

If "yes", identify and describe (including status):_____

_____

_____

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **BIDDER INFORMATION** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

EXPERIENCE STATEMENT

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Pursuant to this **BID PROPOSAL** and **QUALIFICATION OF BIDDERS**, the following is a record of the Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this contract. Included in this section should be a complete list of references for similar projects in terms of scope of work, value of work, and time constraints. The CONTRACTOR must demonstrate that he/she has experience with this type of project and can manage this project effectively. If necessary, additional numbered pages can be attached to this page. The CONTRACTOR must be properly licensed to perform the work in this project as determined by the State CONTRACTOR's License Board.

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

EXPERIENCE STATEMENT (Continued)

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

Project Title:_____ Client:_____

Date: _____ Project Value: _____ Contact: _____ Tel #_____

Description: _____

_____

_____

Subject to Federal Labor Standards: Yes No

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **EXPERIENCE STATEMENT** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative: Signature _____

Title _____

DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The following is a list of subcontractors and suppliers, as defined in 2-3 SUBCONTRACTS of the Standard Specifications, who will perform work or provide materials of value in excess of one-half of one percent of the total bid price or $10,000, whichever is greater.

No subcontractor shall perform work in excess of the amount specified in 2-3 SUBCONTRACTS of the Standard Specifications, without the written approval of the AGENCY.

The CONTRACTOR is responsible to ensure that appropriate provisions are to be inserted in all subcontracts to bind subcontractors to the contract requirements as contained herein.

Each subcontractor must agree to comply with all applicable Federal, State, and local requirements.

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

Name, License No., and Address of Subcontractor	License No.	MBE/ WBE (Y/N)	Work Subcontracted (List Line Items, e.g. #3, #6, etc.)	Portion of Work (% of Contract Price)

These representations are made under the penalty of perjury under the laws of the State of California. The undersigned hereby certifies that each subcontractor has been notified in writing of its equal opportunity obligations.

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

Date: _____

STATEMENT REGARDING INSURANCE COVERAGE

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in **5-4 INSURANCE** of Section E, Standard Specifications and Section F, Special Provisions. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER: _____

MAILING ADDRESS: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

[Business & Professions Code § 7028.15]
[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California CONTRACTOR's license as set forth below:

Business & Professions Code § 7028.15:

a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a CONTRACTOR within this state without having a license therefor,** except in any of the following cases:

(1)The person is particularly exempted from this chapter.

(2)The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars ($4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.

d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed CONTRACTORs to render services within the scope of their respective practices.

e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a CONTRACTOR who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the CONTRACTOR was properly licensed when the CONTRACTOR submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a CONTRACTOR who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as CONTRACTOR who is not licensed pursuant to this chapter is void.**

f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.

g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or CONTRACTOR and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the CONTRACTOR shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of CONTRACTORs verifies to the AGENCY that the records of the Contractors' State License Board indicate that the CONTRACTOR was properly licensed at the time the contract was awarded. Any bidder or CONTRACTOR not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The AGENCY shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. **Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.**

CONTRACTOR's License Number: _____

License Expiration Date:_____

Authorized Signature:_____

Date:_____

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the ___ day _____, 20__ at _____, California.

_____
CONTRACTOR's Signer's Name

_____
CONTRACTOR's Signer's Title

_____
CONTRACTOR's Business Name

Contractor's Business Address:

_____
Mailing Street Address

_____
City, State, Zip Code

_____
Telephone #

SECTION D – CONTRACT INFORMATION AND DOCUMENTS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Contract Information and Documents:

□ Contract Agreement and Attachment A
□ Payment Bond
□ Faithful Performance Bond
□ Maintenance Bond
□ Worker's Compensation Insurance Certificate
□ Endorsements to Insurance Policy

CONTRACT AGREEMENT

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

THIS AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this _____ day of_____, 20__ *(Council Action Date)*, BY AND BETWEEN the City of South Pasadena, a municipal corporation, hereafter designated as "AGENCY", and _____ a _____
[CONTRACTOR'S BUSINESS NAME] [corporation, partnership, limited liability company, or other business form]

in the State of _____, hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

1) **Project Name:** Library Northeast Ramp Project (0051749)
2) **Project Scope of Work:** CONTRACTOR shall provide and install:

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Specifications and Contract Documents. The work performed under this contract is summarized in the Notice Inviting Sealed Bids and includes, but is not limited to each bid item listed in the Contractor's Bid Proposal, as covered in the Standard Specifications, and as described in the corresponding items on the following pages. The work in general, to be performed pursuant to these specifications, consists of: Removal of existing non complaint ramp handrails; Removal of existing metal curb/barrier on northside of walkway and replacement with new guardrail to match existing guardrail; Installation of new ADA compliant handrail along the entire guardrail with integrated low voltage LED lighting pucks to illuminate surface of accessible route (PRODUCT or approved equal); Furnishing and installation of all electrical conduit, conductor, connections, drivers; furnishing of 20 duplicate LED fixtures and installation tools as attic stock for maintenance needs; Installation of two lighting bollards adjacent to at grade pathway (PRODUCT or approved equal); Removal of door closer at Library existing balcony, replace with spring hinges in lieu of door closer; Excavate along the north library wall a minimum of 3 feet below grade and install waterproofing barrier on building exterior wall (PRODUCT or approved equal); Backfill and compact excavated soil and construct new concrete drainage swale and subterranean drain pipe connecting to drainage near library loading dock; Install new flexible joint between new concrete swale and building wall (PRODUCT or approved equal).

Deferred Approval: Submittal for Electrical Wiring, Transformers, Controls, Title 24 Forms.

The limits of work include:

South Pasadena Library
817 Mound Ave
South Pasadena, CA 91030

3) **Contract Documents:** The complete contract and agreement ("AGREEMENT") consists of this Contract Agreement, including all attachments hereto, and:

- Approved Plans and Specifications for City Project No. 005149
- Notice Inviting Sealed Bids
- Instructions to Bidders
- Information for Bidders
- Contractor's Bid Proposal
- Bid Schedule
- Standard Specifications
- Special Provisions
- All reference specifications, plans, details, standard drawings, and appendices
- Bonds, insurance certificates, permits, notices, and affidavits
- Appendices, Addendums, and Memorandums
- And all mutually agreed-upon modifications and amendments thereto.

4) **Compensation:** CITY agrees to pay, and CONTRACTOR agrees to accept in full payment for the Work, the stipulated sum of _____ Dollars, ($_____).
5) **Time of Completion:** _____ Working Days *[see B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE of Section B Instruction to Bidders]*.
6) **Liquidated Damages:** $2,800 for each calendar day delay beyond the Time of Completion *[see 6-9 LIQUIDATED DAMAGES of Section F – Special Provisions]*.
7) **Notices:** Any notices, bills, invoices, or reports required by this Agreement shall be addressed to:

To CITY:

City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030

To CONTRACTOR:

Contractor's Name _____
Address _____
_____
City, State Zip Code _____

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20__ *(Council Action Date)*

CONTRACTOR: _____
[CONTRACTOR'S BUSINESS NAME]

_____
CONTRACTOR's Sign Name, Title

CONTRACTOR's License No. _____

AGENCY: _____ _____
Todd Hileman, City Manager Date
City of South Pasadena

ATTESTED: _____ _____
Nikima Newsome, Chief City Clerk Date
City of South Pasadena

APPROVED AS
TO FORM: _____ _____
Roxanne Diaz, City Attorney Date
City of South Pasadena

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

ATTACHMENT A

ADDITIONAL TERMS AND CONDITIONS OF THE AGREEMENT

ARTICLE I: Contract Documents

The complete contract and agreement ("AGREEMENT") consists of the Contract Documents described on the Contract Agreement, and all terms and conditions of this Attachment are incorporated therein. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum shown on the Contract Agreement, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements,

unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORs by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00, or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00, or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in

the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than $25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all

rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents, or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective

subsidiaries, affiliates, members, directors, officers, subcontractors (including governmental agencies), suppliers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported

assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent CONTRACTOR

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes, and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the addresses listed on the Contract Agreement.

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents, or other written material ("written products" herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term,

covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

(End of Attachment A)

(ATTACH TO EXECUTED CONTRACT AGREEMENT)

PAYMENT BOND

LIBRARY NORTHEST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

FAITHFUL PERFORMANCE BOND

LIBRARY NORTHEST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS That _____, hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and _____, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF SOUTH PASADENA, CALIFORNIA, hereinafter referred to as the "AGENCY" in the sum of _____, ($_____.____) Dollars, which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: LIBRARY NORTHEST RAMP PROJECT NO. 005149, CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney's fee to be fixed by the Court.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

MAINTENANCE BOND

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of South Pasadena, as AGENCY has awarded to _____, as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of _____, ($_____.____) Dollars, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise, it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR*	CONTRACTOR's Signer's Name, Title	_____
	CONTRACTOR's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____
Surety*	Surety Signer's Name / Title	_____
	Surety's Business Name	_____
	Mailing Street Address	_____
	City, State, Zip Code	_____
	Telephone #	_____
	Date:	_____

*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

(EXECUTE IN DUPLICATE)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____,
(insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ (SEAL)

WORKERS' COMPENSATION INSURANCE CERTIFICATE

The CONTRACTOR shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

> I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: _____

_____
CONTRACTOR's Business Name

By:_____
(Signature)

_____
(Title)

Attest:

By:_____
(Signature)

_____
(Title)

NOTE: See Section 5.4 Insurance of the Standard Specifications for insurance carrier rating requirements.

ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company:_____

Policy Number:_____

Effective Date:_____

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with rating of "A" or higher and a Financial Class VII or higher as established by A.M. Best, or higher rating established by Moody's or Standard & Poor's.**

It is agreed that the City of South Pasadena, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.

_____
Authorized Insurance Agent

Date:_____

SECTION E – STANDARD SPECIFICATIONS

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

STANDARD SPECIFICATIONS

INCORPORATION OF GREENBOOK. The 2021 edition of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook") shall be incorporated by reference into these Standard Specifications as if fully replicated herein. These Standard Specification shall be supplemented, amended, or replaced by the Special Provision contained in Section F and G herein below. To the extent that anything in the Special Provisions conflicts with the terms or requirements of the SSPWC, the Special Provisions shall control.

SECTION F – SPECIAL PROVISIONS – PART 1

LIBRARY NORTHEAST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

SPECIAL PROVISIONS – PART 1. The following provisions supplement, amend, or replaced the requirements of the Standard Specifications for Public Works Construction ("SSPWC" or "Greenbook"). To the extent that anything in these Special Provisions conflicts with the terms or requirements of the SSPWC, these Special Provisions shall control.

SECTION 1 - GENERAL

1-1 GENERAL. Unless otherwise stated, the words *directed, required, permitted, ordered, instructed, designated, considered necessary, prescribed, approved, acceptable, satisfactory*, or words of like meaning, refer to actions, expressions, and prerogatives of the Engineer.

1-2 TERMS AND DEFINITIONS

Acceptance – The AGENCY's formal written acceptance of a project that has been completed in all respects in accordance with the plans and specifications and any modifications thereof.

AGENCY – The City of South Pasadena.

Agent – Shall include persons and companies, other than the CONTRACTOR, retained by the City to perform design and construction services in relation to the Work.

Board – The City Council of the City of South Pasadena.

City – The City of South Pasadena, California, as the AGENCY and Owner.

City Council – City Council of the City of South Pasadena, California.

Construction Manager – Persons and/or company retained by the City to perform construction management services.

Contract Documents – Including, but not limited to: the Contract, any Addendum and Memorandum (which pertain to the contract documents), Notice Inviting Bids, Instructions to Bidders; Bid (including documentation accompanying the Bid and any post-bid documentation submitted prior to the Notice of Award) when attached as an exhibit to the Contract, the Bonds, the general conditions, permits from other agencies, the Special Provisions, the Plans, Standard Plans, Standard Specifications, Reference Specifications, and all Modifications issued after the execution of the Contract.

Days – Days shall mean consecutive calendar's days unless otherwise specified.

Design Engineer – Persons and/or company retained by the City to perform engineering design services.

Due Notice – A written notification, provided in due time, of a proposed action, where the contract requires such notification within a specified time (usually 48 hours or two working days) prior to the commencement of the contemplated action.

Engineer – The City Engineer of the City of South Pasadena, or his/her authorized representative.

Geotechnical Engineer – Person licensed to practice Soils Engineering or Geotechnical Engineering pursuant to the laws of the State of California and retained by the AGENCY during construction.

Geotextile – Synthetic fiber used in civil engineering applications, serving the primary functions of separation and filtration.

House Sewer – A sewer, wholly within private property, proposed to connect any building to a house connection sewer.

Luminaire Arm – The structural member, bracket, or mast arm, which, mounted on the standard, supports the luminaire.

Owner – City of South Pasadena, California.

Prompt – The briefest interval of time required for a considered reply, including time required for approval by a governing body.

Proposal – See Bid.

Reference Specifications – Those bulletins, standards, rules, methods of analysis or test, codes, and specifications of other agencies, engineering societies, or industrial associations referred to in the Contract Documents. These refer to the latest edition, including amendments in effect and published at the time of advertising the project or issuing the permit, unless specifically referred to by edition, volume, or date.

Standard Plans – "Standard Plans for Public Works Construction" or "SSPWC" – Latest edition of the Southern California Chapter of the American Public Works Association.

State Standard Specifications ("SSS") – Standard Specifications prepared by the State of California, Business and Transportation Agency, Department of Transportation.

State Standard Plans ("SSP") – Standard Plans prepared by State of California, Business and Transportation Agency, Department of Transportation.

Storm Drain – Any conduit and appurtenances intended for the reception and transfer of storm water.

Tonne – Also referred to as "metric ton" — Represents a unit of measure in the International System of Units equal to 1,000 kilograms.

Work – That which is proposed to be constructed or done under the Contract or permit, including the furnishing of all labor, materials, equipment, and services.

Working Days – Any days, except: (1) Saturdays, Sundays, legal holidays on which South Pasadena City Hall is closed for business; (2) days when work is suspended by the Engineer for reasons unrelated to the performance of the CONTRACTOR and provided in Subsection 6-6.1; and (3) days determined to be non-working in accordance with Section 6-3 "Time of Completion."

1-3 ABBREVIATIONS

1-3.3 Institutions. *Add the following:*

These Standard Specifications incorporate by reference the list of commonly used institution terms in the edition of the "Standard Plans for Public Works Construction" (aka the Greenbook) with the following additions:

AGCA	Associated General CONTRACTORs of America
APWA	American Public Works Association
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
NFPA	National Fire Protection Association
SSS	State of California Standard Specifications, latest edition, Department of Transportation
SSP	State of California Standard Plans, latest edition, Department of Transportation.
SSPWC	Standard Specifications for Public Works Construction

1-4 UNITS OF MEASURE

1-4.1 General. *Add the following:*

When U.S. Standard Measures are not included in parenthesis, then the SI units shall control.

1-7 AWARD AND EXECUTION OF CONTRACT. *Add the following:*

1-7.0 Investigation of Site Conditions. Prior to submittal of the bid, Bidders must visit the site of work and complete their own investigations to satisfy themselves as to the existing conditions affecting the work to be done under these specifications. If the bidder chooses not to visit the site or conduct investigations, he will, nevertheless, be charged with the knowledge of conditions which reasonable inspection and investigation would have disclosed.

After the project is awarded, the CONTRACTOR shall carefully study and compare the Contract Documents with each other and with information available to the CONTRACTOR and furnished by the Owner and shall immediately notify the Engineer of errors, inconsistencies or omissions discovered. If the CONTRACTOR performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Engineer, the CONTRACTOR shall assume appropriate responsibility for such performance and may assume responsibility for the full costs for correction.

The CONTRACTOR shall make field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the CONTRACTOR with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the Engineer immediately.

When existing conditions are encountered which, in the opinion of the Engineer, require temporary suspension of work for design modifications or for other determinations to be made, the CONTRACTOR shall move to other areas of work until such determinations are made at no cost to the City. No additional compensation will be allowed by reason of such temporary suspension

of work, or modifications to work, except as noted in Section 3 of these Standard Specifications ("Changes in Work") for specific items of work not included in the bid. Appropriate extension of item for completion may be allowed where justification in the opinion of the Engineer.

1-7.1 General. *Add the following:*

The City reserves the right to reject any or all proposals.

The Contract will be awarded, if at all, to the lowest responsible and responsive Bidder determined as provided on the Proposal Form, whose proposal complies with all the requirements prescribed. Such award, if made, will be made within the number of days stated in the proposal form. Refusal or failure to deliver the executed contract, bonds, or insurance in the form provided in the Contract and approved by the AGENCY's attorney within the time provided herein shall be cause, at the AGENCY's option, for the annulment of the award and forfeiture of the bid security. In such event, the AGENCY may successively award the Contract to the next lowest responsible and responsive Bidder until a properly executed Contract, bonds, and insurance is obtained, or it may at any time reject all remaining bids and proceed as provided by law. The refusal or failure of a successive lowest responsible and responsive Bidder to execute the Contract may, at the AGENCY's option, result in an annulment of the award to that Bidder and the forfeiture of that Bidder's bid security. The periods of time specified above within which the award of the Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the AGENCY and the concerned Bidder.

The AGENCY reserves the right to waive any irregularities.

Within ten (10) calendar days after the date of the Notice of Award, the CONTRACTOR shall execute and return the following contract documents to the AGENCY:

Contract Agreement (in duplicate)
Faithful Performance Bond (in duplicate)
Maintenance Bond (in duplicate)
Payment Bond (in duplicate)
Public Liability and Property Damage Insurance Certificate (two originals)
Additionally Insured Endorsement
Workers' Compensation Insurance Certificate (two originals)

A corporation to which an award is made may be required, before the Contract agreement is executed by the AGENCY, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California, and that the officers signing the contract and bonds for the corporation have the authority to do so.

1-7.2 Contract Bonds. *Add the following:*

The PAYMENT BOND shall remain in force until thirty-five (35) calendar days after the date of recordation of the Notice of Completion. The FAITHFUL PERFORMANCE BOND shall remain in force until the date of recordation of the Notice of Completion. The MAINTENANCE BOND shall remain in force until one (1) year after the date of recordation of the Notice of Completion.

All bonds must be accompanied by a Power of Attorney.

SECTION 2 - SCOPE OF THE WORK

2-1 WORK TO BE DONE. *Add the following:*

Any plan or method of work suggested by the AGENCY or the Engineer to the CONTRACTOR but not specified or required, if adopted or followed by the CONTRACTOR in whole or in part, shall be used at the risk and responsibility of the CONTRACTOR; and the AGENCY and the Engineer shall assume no responsibility therefore and in no way be held liable for any defects in the work which may result from or be caused by use of such plan or method of work.

2-3 RIGHT-OF-WAY. *Substitute the following:*

Rights-of-way, easements, or rights-of-entry for the Work will be provided by the AGENCY. Unless otherwise provided, the CONTRACTOR shall make arrangements, pay for, and assume all responsibility for acquiring, using, and disposing of additional work areas and facilities temporarily required. The CONTRACTOR shall fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their representative subsidiaries, affiliates, members, director, officer, employees and agents, including parties that AGENCY contracts with (including other governmental agencies such as the California Department of Transportation) (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with these actions.

When the CONTRACTOR arranges for additional work areas and facilities temporarily required by him/her, he/she shall provide the AGENCY with proof that the additional work areas and/or facilities have been left in a condition satisfactory to the owner(s) of said work areas and/or facilities prior to acceptance of the work.

2-5 CONTRACTOR'S EQUIPMENT AND FACILITIES.

2-5.1 General. *Add the following:*

The CONTRACTOR shall furnish and maintain in good condition all equipment and facilities as required for the proper execution and inspection of the Work. Such equipment and facilities shall meet all requirements of applicable ordinances and laws.

A noise level limit of 85 dba at a distance of fifty (50) feet shall apply to all construction equipment on or related to the job, whether owned by the CONTRACTOR or not. The use of excessively loud warning signals shall be avoided except in those cases where required for the protection of personnel.

The CONTRACTOR shall arrange and maintain a secure storage site for all equipment and materials. All equipment and unused materials shall be returned to this site at the end of each workday.

SECTION 3 - CONTROL OF THE WORK

3-3 SUBCONTRACTORS. *Add the following:*

3-3.1 General. Each Bidder shall comply with the Public Contract Code including Sections 4100 through 4113. The following excerpts or summaries of some of the requirements of this Chapter are included below for information:

The Bidder shall set for the in the Bid, as provided in 4104:

> "(a) The name, and location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime CONTRACTOR in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime CONTRACTOR, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime CONTRACTOR's total bid, or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime CONTRACTOR's total bid or ten thousand dollars ($10,000), whichever is greater."
>
> "(b) The portion of the work which will be done by each such subcontractor under this act. The prime CONTRACTOR shall list only one subcontractor for each such portion as is defined by the prime CONTRACTOR in his bid."

Subcontracting of more than one-half of one percent of the work for which no Subcontractor was designated in the original Bid will be allowed only in cases of public emergency or necessity and only after the Engineer makes a written finding of circumstances constituting public emergency or necessity.

The CONTRACTOR must obtain written consent of the City to substitute a Subcontractor designated in the original Bid, to permit any subcontract to be assigned or transferred, or to otherwise allow a subcontract to be performed by anyone other than the originally designated Subcontractor.

A violation of any of the above provisions will be considered a violation of the Contract, and the City may cancel the Contract and collect appropriate damages or assess the CONTRACTOR a penalty of not more than ten (10) percent of the subcontract involved.

If subcontracted work is not being performed in a satisfactory manner, the City will notify the CONTRACTOR of the need to take corrective action and the Engineer may report the facts to the City Council. Upon order by City Council and the CONTRACTOR's receipt of written instructions from the Engineer, the Subcontractor shall immediately be removed from the Work and may not again be employed on the Work.

3-3.2 Additional Responsibility. The CONTRACTOR shall perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price except that any designated "Specialty Items" may be performed by subcontract and the amount of any such "Specialty Items" so performed may be deducted from the Contract Price before computing the amount required to be performed by the CONTRACTOR with its own organization. "Specialty Items" will be identified by the AGENCY in the Bid or Proposal. Where an entire item is subcontracted, the value

of work subcontracted will be based on the Contract Unit Price. When a portion of an item is subcontracted, the value of work subcontracted will be based on the estimated percentage of the Contract Unit Price. This will be determined from information submitted by the CONTRACTOR, and subject to approval by the Engineer.

3-3.3 Status of Subcontractors. All persons engaged in the Work, including Subcontractors and their employees, will be considered employees of the CONTRACTOR. The CONTRACTOR will be held responsible for their work. The AGENCY will deal directly and solely with the CONTRACTOR and make all payments to the CONTRACTOR.

3-4 AUTHORITY OF BOARD AND THE ENGINEER. *Substitute the following:*

The Board has the final authority in all matters affecting the Work. Within the scope of the Contract, the Engineer has the authority to enforce compliance with the Plans and Specifications. The CONTRACTOR shall promptly comply with instructions from the Engineer or an authorized representative.

The decision of the Engineer is final and binding on all questions relating to: quantities; acceptability of materials, equipment, or work; execution, progress or sequence of work; and interpretation of the Plans, Specifications, or other drawings. This shall be precedent to any payment under the Contract, unless otherwise ordered by the Board.

3-7 CONTRACT DOCUMENTS.

3-7.1 General. *Add the following:*

The CONTRACTOR shall ascertain the existence of any conditions affecting the cost of the Work through a reasonable examination of the Work site prior to submitting the Bid.

Existing improvements visible at the Work site, for which no specific disposition is made on the Plans, but which interfere with the completion of the Work, shall be removed and disposed of by the CONTRACTOR.

The CONTRACTOR shall, upon discovering any error or omission in the Plans or Specifications, immediately call it to the attention of the Engineer.

All final locations determined in the field, and any deviations from the Plans and Specification, shall be marked in red on the documents to show the as-built conditions. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the Engineer. Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes “the Project was constructed in conformance with the Contract Documents.” Final payment will not be made until this requirement is met.

As the figured dimensions shown on the drawings and in the specifications of the Contract may not in every case agree with scaled dimensions, the figured dimensions shall be followed in preference to the scaled dimensions, and drawings to a large scale shall be followed in preference to the drawings to a small scale. Should it appear that the work to be performed, or any related matter, are not sufficiently detailed or explained in the Contract documents, the CONTRACTOR shall apply to the Engineer for such further explanations as necessary, and shall conform to such

further explanations provided by the Engineer as part of the Contract to the extent that it is consistent with the terms of the Contract.

Caution: The engineer preparing these plans will not be responsible or liable for unauthorized changes to or uses of these plans. All changes to the plans must be approved in writing by the Engineer.

(a) Records of Construction Changes / As-Builts. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these Plans and Specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the City Engineer.

Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes that Project was constructed in conformance with the Contract Documents.

Caution: The engineer preparing these Plans will not be responsible for, or liable for, unauthorized changes to or uses of these Plans. All changes to the Plans must be approved in writing by City Engineer.

3-7.2 Precedence of Contract Documents. *Substitute the following:*

If there is a conflict between any of the Contract Documents, the document highest in precedence shall control. The order of precedence, from highest to lowest, shall be as follows:

1) Permits issued by jurisdictional regulatory agencies.

2) Change Orders and/or Supplemental Agreements; whichever occurs last.

3) Contract/Agreement

4) Addenda.

5) Bid/Proposal.

6) Special Provisions.

7) Plans.

8) Notice Inviting Bids

9) Instructions to Bidders

10) Standard Plans.

11) Standard Specifications.

12) Reference Specifications.

3-12 WORK SITE MAINTENANCE

3-12.1 General. *Add the following:*

The CONTRACTOR shall also abate dust nuisance by cleaning, sweeping and sprinkling with water, or other means as necessary. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

Materials and equipment shall be removed from the site as soon as they are no longer necessary. Before the final inspection, the site shall be cleared of equipment, unused materials, and rubbish

so as to present a satisfactory clean and neat appearance. All cleanup costs shall be included in the CONTRACTOR's Bid.

Excess excavated material from catch basins or similar structures shall be removed from the site immediately. Sufficient material may remain for use as backfill if permitted by the Specifications. Forms and form lumber shall be removed from the site as soon as practicable after stripping.

3-12.1.1 Vermin Control. *Add the following:*

At the time of acceptance, structures entirely constructed under the Contract shall be free of rodents, insects, vermin, and pests. Necessary extermination work shall be arranged and paid for by the CONTRACTOR as part of the Work within the Contract time, and shall be performed by a licensed exterminator in accordance with requirements of governing authorities. The CONTRACTOR shall be liable for injury to persons or property and responsible for the elimination of offensive odors resulting from extermination operations.

3-12.3 Noise Control. *Add the following:*

CONTRACTOR shall adhere to City noise restrictions at all times. Pursuant to Chapter 19A.13 of the South Pasadena Municipal Code, construction activity is prohibited within a residential zone or within 500 feet thereof on Monday through Friday before 8:00 a.m. and after 7:00 p.m., Saturday before 9:00 a.m. and after 7:00 p.m., and on Sundays and City recognized holidays before 10:00 a.m. and after 6:00 p.m.

3-12.6.3 Storm Water Pollution Prevention Plan (SWPPP). *Add the following:*

CONTRACTOR shall submit to the engineer a completed and signed SWPPP one week prior to the preconstruction meeting. The plan may utilize the practices recommended in the latest edition of the *California Storm Water Best Management Practices Handbook*, available from California Stormwater Quality Association (CSQA), and online at http://www.cabmphandbooks.net/ . The plan shall be consistent with the construction General Permit, issued by the State Water Resources, Control Board, through submittal of the Notice of Intent (NOI).

If construction will occur between October 15 and April 15 (considered as the rainy season per the City of South Pasadena), a wet weather erosion control plan must be submitted. Additionally, Best Management Practices (BMPs) implemented during the AGENCY's rainy season shall include but not be limited to those appropriate for wet weather conditions.

(a) Storm Water Pollution Prevention Measures. All storm water pollution prevention measures shall be in accordance with the submitted SWPPP. In the event circumstances during the course of construction require changes to the original SWPPP, a revised plan shall be promptly submitted to the AGENCY's representative in each instance. No responsibility shall accrue to the AGENCY as a result of the plan or as a result of knowledge of the plan. All work installed by the CONTRACTOR in connection with the SWPPP but not specified to become a permanent part of the project shall be removed and the site restored in so far as practical to its original condition prior to completion of construction or when directed by the AGENCY's representative.

(b) Storm Water Pollution Prevention – Measurement And Payment. Unless otherwise indicated in the Special Provisions, measurement and payment for Storm Water Pollution Prevention Measures, as described herein, shall be included in the items of Work requiring storm water pollution prevention measures as indicated in the project Special Provisions. Such payment

shall be considered full compensation for all labor, materials, tools, and equipment for completion, and implementation and compliance with the SWPPP.

This item shall also include the installation, maintenance and removal of any necessary BMPs for SWPPP purposes throughout the duration of the project. The maximum price for this bid item **shall not exceed 5 percent** of the total contract price at the time of award.

PAYMENT

3-13 COMPLETION, ACCEPTANCE, AND WARRANTY.

3-13.1 Completion. Add the following:

The Work will be inspected by the Engineer for acceptance upon receipt of the CONTRACTOR's written assertion that the Work has been completed.

3-13.3 Warranty. *Add the following:*

All work shall be warranted by the CONTRACTOR against defective workmanship and materials for a period of 1 year from the date the Work was completed. The CONTRACTOR shall replace or repair any such defective work in a manner satisfactory to the Engineer, after notice to do so from the Engineer, and within the time specified in the notice. If the CONTRACTOR fails to make such replacement or repairs within the time specified in the notice, the AGENCY may perform this work and the CONTRACTOR's sureties shall be liable for the cost thereof.

SECTION 4 - CONTROL OF MATERIALS

4-1 GENERAL. *Add the following:*

Used or secondhand materials, parts, and equipment may be used only if permitted by the Specifications.

The CONTRACTOR and all subcontractors, suppliers, and vendors shall guarantee that the entire Work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The CONTRACTOR, at no cost to the AGENCY, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within one year after the date of recordation of the Notice of Completion. Within this one-year period, the CONTRACTOR shall also restore to full compliance with the requirements of this Contract any portion of the Work which is found not to meet those requirements. The CONTRACTOR shall defend, indemnify, and hold the AGENCY, its officers, agents, and employees harmless from claims of any kind due to injuries or damages arising, directly or indirectly, from said defects or noncompliance.

The CONTRACTOR shall make all repairs, replacements, and restorations within thirty-five (35) days after the date of the Engineers' written notice.

If, in the opinion of the Engineer, the defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if, in the opinion of the Engineer, the removal of such work is impractical or will create conditions which are dangerous or undesirable, the AGENCY shall have the right and authority to retain such work instead of requiring it to be

removed and reconstructed, but will make such deductions thereof in the payments due or to become due to the CONTRACTOR as the AGENCY may deem just and reasonable.

4-2 PROTECTION. *Add the following:*

The CONTRACTOR shall be responsible for the protection of public and private property adjacent to the Work and shall exercise due caution to avoid damage to such property.

The CONTRACTOR shall relocate, repair, replace or reestablish all existing improvements within the project limits (e.g., curbs, sidewalks, catch basins, catch basin screens, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, survey monuments, landscaping, etc.) that are damaged or removed as a result of the CONTRACTOR's operations or as required by the plans and specifications.

All existing improvements, either within the right-of-way or not, including irrigation lines that are damaged by actions of the CONTRACTOR, shall be restored by the CONTRACTOR to their original or better condition at the CONTRACTOR's expense.

The CONTRACTOR shall mark, as approved by the Engineer, all survey monuments, manholes, valves, substructures, or other items that are visible on the surface and will be covered by his operations. This shall be completed prior to the start of that operation and approved by the Engineer.

Existing traffic striping, pavement markings, and curb markings shall also be considered as existing improvements and the CONTRACTOR shall repaint or replace, at the CONTRACTOR's expense, such striping or markings (except for traffic striping and pavement markings within the limits of the Work) if damaged or if their reflectivity is reduced due to construction operations.

All restoration of existing improvements must occur within the construction completion date, unless directed otherwise by the City Engineer.

Maintenance of street and traffic signal systems that are damaged, temporarily removed or relocated shall be done in conformance with the Contract Documents.

Trees, lawns, and shrubbery that are not to be removed shall be protected from damage or injury. If damaged or removed due to CONTRACTOR's operations, they shall be restored or replaced in as nearly the original condition and location as is reasonably possible. Lawns shall be reseeded and covered with suitable mulch.

The CONTRACTOR shall give reasonable notice to occupants or owners of adjacent property to permit them to salvage or relocate plants, trees, fences, sprinklers, and other improvements, within the right-of-way which are designated for removal and would be destroyed because of the Work.

All costs to the CONTRACTOR for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be the responsibility of the CONTRACTOR.

4-6 TRADE NAMES. *Add the following:*

Along with information supplied by the CONTRACTOR regarding equivalency of the proposed item, the CONTRACTOR shall clearly identify all deviations from the specified item. Deviations discovered by the Engineer after acceptance of an "or equal" item which were not identified by the CONTRACTOR with his/her submittal shall be cause for rejection of the "or equal" item. CONTRACTOR shall be due no additional compensation in time or money for acceptance or

rejection of a proposed "or equal" item and subsequent replacement with the item specified. CONTRACTOR shall pay cost to AGENCY for items requiring more than two submittals and analysis of any shop drawing which requires more than a general review of an "or equal" item.

Add the following Section 4-9:

4-9 CONSTRUCTION MATERIALS DISPUTE RESOLUTION (Soils, Rock Materials, Concrete, Mortar and Related Materials, Masonry Materials, Bituminous Materials, Rock Products, and Modified Asphalts). In the interest of safety and public value, whenever credible evidence arises to contradict the test values of materials, the AGENCY and the CONTRACTOR will initiate, an immediate and cooperative investigation. Test values of materials are results of the materials' tests, as defined by these Specifications or by the special provisions, required to accept the Work. Credible evidence is process observations or test values gathered using industry accepted practices. A contradiction exists whenever work acceptance or performance becomes suspect. The investigation shall allow access to all test results, procedures, and facilities relevant to the disputed work and consider all available information and, when necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. If the cooperative investigation reaches any resolution mechanism acceptable to both the AGENCY and the CONTRACTOR, the contradiction shall be considered resolved and the cooperative investigation concluded.

Whenever the cooperative investigation is unable to reach resolution, the investigation may then either conclude without resolution or continue by written notification of one party to the other requesting the implementation of a resolution process by committee. The continuance of the investigation shall be contingent upon recipient's agreement and acknowledged in writing within 3 calendar days after receiving a request. Without acknowledgement, the investigation shall conclude without resolution. The committee shall consist of three State of California Registered Civil Engineers. Within 7 calendar days after the written request notification, the AGENCY and the CONTRACTOR will each select one engineer. Within 14 calendar days of the written request notification, the two selected engineers will select a third engineer. The goal in selection of the third member is to complement the professional experience of the first two engineers. Should the two engineers fail to select the third engineer, the AGENCY and the CONTRACTOR shall each propose 2 engineers to be the third member within 21 calendar days after the written request notification. The first two engineers previously selected shall then select one of the court proposed engineers in a blind draw.

The committee shall be a continuance of the cooperative investigation and will re-consider all available information and if necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. The committee will focus upon the performance adequacy of the material(s) using standard engineering principles and practices and to ensure public value, the committee may provide engineering recommendations as necessary. Unless otherwise agreed, the committee will have 30 calendar days from its formation to complete their review and submit their findings. The final resolution of the committee shall be by majority opinion, in writing, stamped and signed. Should the final resolution not be unanimous, the dissenter may attach a written, stamped, and signed minority opinion.

Once started, the resolution process by committee shall continue to full conclusion unless:

1. Within 7 days of the formation of the committee, the AGENCY and the CONTRACTOR reach an acceptable resolution mechanism; or

2. Within 14 days of the formation of the committee, the initiating party withdraws its written notification and agrees to bear all investigative related costs thus far incurred; or

3. At any point by the mutual agreement of the AGENCY and the CONTRACTOR.

Unless otherwise agreed, the CONTRACTOR shall bear and maintain a record for all the investigative costs until resolution. Should the investigation discover assignable causes for the contradiction, the assignable party, the AGENCY or the CONTRACTOR, shall bear all costs associated with the investigation. Should assignable causes for the contradiction extended to both parties, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation substantiate a contradiction without assignable cause, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation be unable to substantiate a contradiction, the initiator of the investigation shall bear all investigative costs. All claim notification requirements of the contract pertaining to the contradiction shall be suspended until the investigation is concluded.

SECTION 5 - LEGAL RELATIONS AND RESPONSIBILITIES

5-2 SPECIAL NOTICES. *Add the following:*

5-2.1 Mandatory Notification Prior To Excavation. The CONTRACTOR's attention is direct to Section 4215.5 through 4217 of the Government Code of the State of California. This requires that two (2) working days prior to commencing any excavation "Underground Service Alert of Southern California" (USA) ("Digalert") shall be notified by phone, toll free 1-800-422-4133, or 811, for the assignment of an Inquiry Identification Number.

CONTRACTOR shall contact all utility companies at least five (5) working days prior to commencing work and shall verify the location of any known utilities and determine whether or not a representative of each company will be present during excavation.

The known public utilities contacts are:

1.	City of South Pasadena, Public Works Inspection	(626) 403-7240
2.	AT&T	(626) 365-5733
3.	Southern California Edison	(714) 796-9932
4.	Southern California Gas Company	(714) 634-3079
5.	South Pasadena Water Department	(626) 403-7337
6.	Spectrum	(818) 407-3152
7.	South Pasadena Sewer Department	(626) 403-7370
8.	Athens Services	(888) 336-6100

The CONTRACTOR shall coordinate construction with public utility relocation activities.

The existing subsurface utilities shown have been indicated, based on the best available record information. However, to avoid or resolve any interference problems between these existing utilities and the proposed work, the CONTRACTOR shall field verify the vertical and horizontal locations of all utilities, such as water lines and water services, electronic conduits, telephone and television cable, storm drain facilities, and all other facilities and obstructions prior to beginning any excavations. If conflicts exist, revised grades and/or alignments may be established, if

required. **Such field verification shall require exposing these utilities prior to the start of construction**.

Special reference is hereby made to Section 4-2, "Protection," of the Standard Specifications with respect to the protection, repair, and replacement of existing subsurface utilities.

Additionally, the CONTRACTOR shall also notify the following local entities of his/her schedule fourteen (14) days prior to commencing work, including local refuse collectors, street sweepers, the Post Office, Public Schools, and Bus Companies:

City of South Pasadena Attn: H. Ted Gerber, Public Works Director	(626) 403-7240
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245
City of South Pasadena, Public Works Water Division Attn: Victor Magana, Water Operations Manager	(626) 403-7396
Metropolitan Water District Attn: Kevin Johansen, Water Systems Operations Group	(526) 713-0348
AT&T Communications OSP Engineering	(626) 570-5454
Los Angeles County Sanitation Districts Attn: Doug Walton	(310) 638-1161
Los Angeles County Public Works Department Construction Division Attn: Angela George	(626) 458-3109
Los Angeles County Public Works Department Traffic & Lighting Division Attn: Guita Shiek Atten: Robery Gysel	 (626) 458-5905 (626) 458-3122
SBC Attn: Jack Wilson	(626) 373-5960
Southern California Edison Attn: Eddie Lopez	(626) 303-8405
Southern California Gas Company	(714) 634-3079
Spectrum	(818) 407-3152
Underground Service Alert (Dig Alert)	(800) 422-4133

No excavation shall commence unless the CONTRACTOR has obtained the USA Inquiry Identification Number.

5-1.2 Accuracy of Utilities Information. The locations of known existing major utilities, whether above ground or underground, are indicated on the plans. Information and data reflected in the

Contract Documents with respect to underground and above ground utilities at or contiguous to the site is based upon information and data furnished to the City and the Engineer by the owners of such utilities, and the City does not assume responsibility for the accuracy or completeness thereof. The CONTRACTOR shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.

The CONTRACTOR shall be responsible for determining the location and depth of all underground facilities, including service connections, which may affect or be affected by his/her operations, and he/she shall include the cost to pothole all utilities within the limits of work in his/her bid. If an existing utility line, which has been marked by Underground Service Alert or is shown on the plans, is damaged by the CONTRACTOR, the CONTRACTOR shall repair the line and bear the cost thereof.

CONTRACTOR shall be aware that electrical conduits between street and traffic lights may exist beneath pavement and/or sidewalk in areas where such lights are in place and that said conduits are not shown on these plans.

In the event that the CONTRACTOR damages any existing utility lines that are not shown, shown incorrectly or the locations of which are not made known to the CONTRACTOR prior to excavation, a telephone call and written report shall be made immediately to the Utility owner, the Engineer, and to the City. If directed by the City, the CONTRACTOR shall make repairs under the provisions for changes and extra work contained in **2-7 CHANGES INITIATED BY THE AGENCY** of the Standard Specifications.

5-4 INSURANCE.

5-4.1 General. *Add The following:*

CONTRACTOR and AGENCY agree that AGENCY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement, which includes but is not limited to, contracts with other governmental agencies such as the California Department of Transportation, which are necessary for the AGENCY to enact this Agreement or from contracts with other parties or governmental agencies, which are necessary for the AGENCY to enact this Agreement.

CONTRACTOR acknowledges that its obligation pursuant to this section extends to liability attributable to AGENCY, if that liability is less than the sole fault of AGENCY. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of AGENCY.

The obligations of CONTRACTOR under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to AGENCY, its employees, agents and officials.

CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those as set forth here in this section from each and every subcontractor, sub-tier CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance or subject matter of this Agreement. In the event CONTRACTOR fails to obtain such

indemnity obligations from others as required here, CONTRACTOR agrees to be fully responsible according to the terms of this section.

Failure of AGENCY to monitor compliance with these requirements imposes no additional obligations on AGENCY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend AGENCY as set forth herein is binding on the successors, assigns or heirs of CONTRACTOR and shall survive the termination of this Agreement or this section.

CONTRACTOR agrees to provide insurance in accordance with the requirements as set forth here. If CONTRACTOR uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement, or endorse the existing coverage to do so. The following coverages will be provided by CONTRACTOR and maintained on behalf of AGENCY and in accordance with the requirements set forth herein.

SECTION 6 - PROSECUTION AND PROGRESS OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF WORK. *Add the following:*

6-1.3 Pre-Construction Meeting and Submittal. A pre-construction meeting will be conducted by the City prior to commencement of construction at a time and place designated by the City. Those attending the meeting shall include, but not be limited to, the following:

a. The CONTRACTORs representative(s)

b. Sub-CONTRACTORs representative(s), if needed

c. City of South Pasadena Director of Public Works

d. City of South Pasadena Public Works Inspectors

One week prior to this meeting the CONTRACTOR shall submit the following:

1. Construction Schedule
2. Emergency Contact List
3. List of Subcontractors
4. Storm Water Pollution Prevention Plan (SWPPP)

6-1.4 Emergency Contact List. The CONTRACTOR shall provide the following information in writing and submit it with the signed contract, contract bonds and certificates of insurance. Failure to comply may result in delays in the processing of the contract documents.

1. Name of authorized representative at the job site.
2. Address and telephone number where the above person can be reached 24 hours a day.
3. Address of the nearest office of the CONTRACTOR, if any, and the name and telephone number of a person at that office who is familiar with the project.

4. Address and telephone number of the CONTRACTOR's main office and the name and telephone number of the person at that office familiar with the project.

6-2 PROSECUTION OF WORK. *Add the following:*

As soon as possible under the provisions of the Specifications, the CONTRACTOR shall backfill all excavations and restore to usefulness all improvements existing prior to the start of the Work.

The CONTRACTOR shall submit monthly progress reports to the Engineer by the tenth day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained.

6-2.1 Traffic and Access. The CONTRACTOR's operations shall cause no unnecessary inconvenience. The access rights of the public shall be considered at all times. Unless otherwise authorized, traffic shall be permitted to pass through the Work, or an approved detour shall be provided.

Safe and adequate pedestrian and vehicular access shall be provided and maintained to: fire hydrants; commercial and industrial establishments; churches, schools and parking lots; service stations and motels; hospitals; police and fire stations; and establishments of similar nature. Access to these facilities shall be continuous and unobstructed unless otherwise approved by the Engineer.

Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the Work at intervals not exceeding 90 m (300 feet), shall be maintained unless otherwise approved by the Engineer.

Vehicular access to residential driveways shall be maintained to the property lien except when necessary construction precludes such access for reasonable periods of time. If backfill has been completed to the extent that safe access may be provided, and the street is opened to local traffic, the CONTRACTOR shall immediately clear the street and driveways and provide and maintain access.

The CONTRACTOR shall cooperate with the various parties involved in the delivery of mail and the collection and removal of trash and garbage to maintain existing schedules for these services.

Grading operations, roadway excavation and fill construction shall be conducted by the CONTRACTOR in a manner to provide a reasonably satisfactory surface for traffic. When rough grading is completed, the roadbed surface shall be brought to a smooth, even condition satisfactory for traffic.

Unless otherwise authorized, work shall be performed in only one-half of the roadway at one time. One half shall be kept open and unobstructed until the opposite side is ready for use. If one-half a street only is being improved, the other half shall be conditioned and maintained as a detour.

The CONTRACTOR will be required to maintain at least one lane of traffic in each direction through the project area at all times in a manner satisfactory to the Engineer in the form of an engineered traffic control plan. The engineered traffic control plans must be signed by a California registered civil and/or traffic engineer. The plan is a required submittal for review one week prior to the pre-construction meeting.

If traffic control on the project shall be implemented by a sub-contractor, such subcontractor must specialize in Traffic Control and be approved by the City Engineer.

The CONTRACTOR shall include in its Bid all costs for the above requirements.

6-2.1.1 Notification to the Public. Affected properties will be determined by the Engineer and are, in general, those properties that fall within 500 feet of the limits of the work. CONTRACTOR shall remain aware of all adjacent property owners and take all steps necessary to minimize construction impacts and disturbances to all affected property owners. The CONTRACTOR is required to distribute the approved public notice to property owners one week prior to roadway construction. CONTRACTOR shall be responsible for all costs associated with these tasks and responsibilities in the various contract bid items.

The CONTRACTOR is required to notify the City by e-mail that public notices have been distributed. The e-mail shall be addressed to the City representative(s) designated during the pre-construction meeting. The e-mail shall be sent to the City no later than 8 a.m. on the day following distribution of the notices. The e-mail notification to the City shall contain a map showing the limits of distribution and the dates and times distributed. A separate e-mail shall be sent for each distribution. The City will use the information on the e-mails to verify that the distribution has been performed. If the distribution is not verified by the City, the City will e-mail to the CONTRACTOR's representative the locations which must be redistributed with the new information. The CONTRACTOR shall not perform work in the distribution area without e-mail notification of verification by the City of the distribution.

The CONTRACTOR shall submit a sample of a public notice for review and approval by the Engineer. The CONTRACTOR shall provide changes as directed by the City representative and submit final draft for approval.

The CONTRACTOR shall furnish and place "No Parking" signs, 12"x18" minimum size, approved by the Engineer, along the street in front of every residence and/or business affected by the work, two (2) working days in advance of any work. In rural areas, the signs shall be placed at a spacing not exceeding 400 feet. The signs shall include the day and time during which parking is prohibited. Parking restrictions shall be limited to the intervals between 8 a.m. to 5 p.m. to allow parking during the night. The CONTRACTOR shall remove these signs immediately when they are no longer needed.

If the work is delayed or rescheduled for any reason after placement of "No Parking" signs, the CONTRACTOR shall re-date the signs affected and re-notify the residents and businesses of the change via a new "door-knob" notice. If the work is delayed more than five days, the CONTRACTOR shall remove the signs and place re-dated signs two (2) days in advance of the work.

6-2.1.2 Notification to the Public Agencies. The CONTRACTOR shall notify the following Agencies 48 hours prior to working in the area within the City of South Pasadena unless otherwise noted:

City of South Pasadena Attn: Julian Lee, Public Works Director	(626) 403-7240
City of South Pasadena Attn: Anteneh Tesfaye, Deputy Public Works Director	(626) 403-7378
City of South Pasadena, Library Attn: Cathy Billings, Library Assistant Director	(626) 403-7330
City of South Pasadena, Public Works Attn: Michael Vartanians, City Engineer	(626) 403-7245

6-2.1.3 Parking Restrictions and Posting for Tow Away. No Parking signs, posted by the CONTRACTOR, shall be of heavy card stock and not less than 1.75 square feet of surface area on the face. Background color shall be white and letters shall be printed in red water resistant ink except day, date, and time of restriction may be printed in black water resistant ink. The signs shall be printed with the words "Tow Away" and "No Parking" with a character height of not less than 2.75 inches and a stroke width of not less than 0.5 inches. The day, dated, and time of the particular restriction shall be printed or attached below the above-mentioned wording in characters of not less than 2.0 inches in height and 0.4 inches in stroke width. The day of the week shall be written out or properly abbreviated with three to four letters; date or dates or restriction shall be listed completely; the beginning and ending times shall be clearly listed on the sign.

Signs shall be mounted such that the wording "No Parking" are at an elevation at least three feet above the adjacent flowline. Signs may be tied with string to trees and power poles, taped to existing sign poles, or mounted to stakes or barricades as provided by the CONTRACTOR. The signs shall be placed as needed to control the parking of cars within the construction zone; signs shall be placed at intervals of 75 feet or less along each side of the roadway.

Signs shall be posted and maintained by the CONTRACTOR for a period of 72 hours prior to the restrictions becoming effective. The CONTRACTOR may only post parking restrictions that are effective for the duration of the Work. Upon completion of the Work, the CONTRACTOR shall promptly and completely remove and dispose all signs, stakes, and barricades. The CONTRACTOR shall promptly reset or replace all damaged or defective signs.

The CONTRACTOR shall be fully responsible for the adequate removal of all parked cars. The CONTRACTOR shall coordinate the removal of all vehicles with the Sheriff Department. The CONTRACTOR shall notify the Sheriff Communications Center upon posting of the parking restrictions for a particular street. For removal of parked vehicles, the CONTRACTOR shall notify the Sheriff Communications Center not less than two hours prior to the needed removal, stating the address nearest the parked vehicle, make, model, color and license number. The City shall not be responsible for any delay or additional costs associated with the removal of parked cars that obstruct the construction operation.

If a vehicle owner successfully contests a towing citation in court, and their citation is dismissed for causes related to the CONTRACTOR's failure to perform the requirements of this section, the CONTRACTOR shall reimburse the City for the cost of any claims associated with the towing citation.

DEVIATIONS FROM THE REQUIREMENTS OF THIS SUBSECTION WILL BE PERMITTED ONLY ON PRIOR CONSENT OF THE ENGINEER.

6-2.1.4 Storage of Equipment and Materials in Public Streets. Construction materials shall not be stored in streets, roads, or highways for more than 5 days after unloading. All materials or equipment not installed or used in construction within 5 days after unloading shall be stored elsewhere by the CONTRACTOR at its expense unless authorized additional storage time.

Construction equipment shall not be stored at the Work site before its actual use on the Work nor for more than 5 days after it is no longer needed. Time necessary for repair or assembly of equipment may be authorized by the Engineer.

Excavated material, except that which is to be used as backfill in the adjacent trench, shall not be stored in public streets unless otherwise permitted. After placing backfill, all excess material shall be removed immediately from the site.

6-2.1.5 Street Closures, Detours, Barricades. The CONTRACTOR shall comply with all applicable State, County and City requirements for closure of streets. The CONTRACTOR shall provide barriers, guards, lights, signs, temporary bridges, flag persons, and watchpersons. The CONTRACTOR shall be responsible for compliance with additional public safety requirements which may arise. The CONTRACTOR shall furnish and install signs and warning devices and promptly remove them upon completion of the Work.

At least 48 hours in advance of closing, partially closing or reopening, any street, alley, or other public thoroughfare, the CONTRACTOR shall notify the Police, Fire, Traffic and Engineering Departments, and comply with their requirements. Deviations must first be approved in writing by the Engineer.

The CONTRACTOR shall secure approval, in advance, from authorities concerned for the use of any bridges proposed by it for public use. Temporary bridges shall be clearly posted as to load limit, with signs and posting conforming to current requirements covering "signs" as set forth in the Traffic Manual published by the California Department of Transportation. This manual shall also apply to the street closures, barricades, detours, lights, and other safety devices required.

All traffic control barricades, signs and devices used by the CONTRACTOR shall, as a minimum, conform to the latest edition of the "California Manual on Uniform Traffic Controls Devices" ("MUTCD"). Channelization devices shall be spaced no greater than fifty (50) feet apart. The CONTRACTOR shall take additional precautions as he/she may find necessary under the circumstances.

Should the CONTRACTOR fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the AGENCY will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to the CONTRACTOR directly.

Full street closures will not be allowed without City Council approval.

All costs involved in the CONTRACTOR'S prosecution of the Work shall be included in the Bid.

6-2.2 Daily Reports. The CONTRACTOR shall complete a Daily Report indicating manpower, work performed, major equipment used and on standby (itemized separately), subcontractors, and similar items involved in the performance of the Work. The Daily Report shall be completed on forms prepared by the CONTRACTOR and acceptable to the Engineer and shall be submitted to the City Inspector weekly.

6-3 TIME OF COMPLETION

6-3.1 General. *Add the following:*

The CONTRACTOR shall complete the Work within the time specified in B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE, or as modified by Change Order or agreement, after the Notice to Proceed.

Add the following:

6-3.3 Working Day. A working day is any day within the period between the start of the Contract time as defined in 6-1.2 and the date provided for completion, or upon field acceptance by the Engineer for all work provided for in the Contract, whichever occurs first, other than:

1. Saturday,
2. Sunday,
3. any day designated as a holiday by the AGENCY,
4. any other day designated as a holiday in a Master Labor Agreement entered into by the CONTRACTOR or on behalf of the CONTRACTOR as an eligible member of a CONTRACTOR association,
5. any day the CONTRACTOR is prevented from working at the beginning of the workday for cause as defined in 6-4.1,
6. any day the CONTRACTOR is prevented from working during the first 5 hours with at least 60 percent of the normal work force for cause as defined in 6-4.1.

The CONTRACTOR's activities involving work which requires street closure, detours, and barricades shall be confined to the hours between 7:30 a.m. and 4:00 p.m. Monday through Friday. In addition, the CONTRACTOR shall not perform any Work on Saturday, Sunday, or on AGENCY-designated holidays. AGENCY-designated holidays are listed in **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS** below. Deviation from these hours will be permitted upon approval of the Engineer, except in emergencies involving immediate hazard to persons or property.

Deviations from these hours will not be permitted without the prior consent of the Engineer, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the CONTRACTOR. Service fees will be calculated at overtime rates including benefits, overhead, and travel time; and will be deducted from the amounts due the CONTRACTOR.

Failure of the CONTRACTOR to adhere to working day requirements will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine.

TABLE 1 – AGENCY-DESIGNATED HOLIDAYS

New Year's Day (January 1*)

Martin Luther King, Jr. Day (3rd Monday in January)

President's Day (3rd Monday in February)

Memorial Day (Last Monday in May)

Juneteenth (June 19*)

Independence Day (July 4*)

Labor Day (1st Monday in September)

Veteran's Day (November 11*)

Thanksgiving Day (4th Thursday in November)

Day after Thanksgiving (Friday after Thanksgiving Day)

Christmas Eve (December 24*)

Christmas Day (December 25*)

**If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday. The City shall close each year from December 25 to January 1.*

6-3.4 Restrictions on closure of traffic lanes:

No contractual work shall be performed in the public Right-of-Way during the first week of school unless approved by the City Engineer.

A. All traffic lanes shall be open for public use on the days and at the times specified below, unless approved otherwise by the City Engineer:

1. Saturdays, Sundays and AGENCY designated holidays: from 12:01 a.m. to 11:59 p.m.
2. Fridays and any days preceding an AGENCY designated holiday: from 3:00 p.m. to 11:59 p.m.
3. Non-construction hours: all hours when the CONTRACTOR's employees are not physically present at the construction site actively performing contract work.

B. On those days and hours when closure of traffic lanes is not prohibited under the provisions of the preceding subparagraph A, no more than one travel lane may be closed at any time during construction hours. During any lane closure, flashing arrow boards shall be used in accordance with the current version of the California MUTCD.

C. Traffic signals shall not be placed in flash operation during the hours that traffic lanes must be kept open as defined in Paragraph A. Under no circumstances shall traffic signal be placed in flash operation without prior approval from the Project Engineer. Traffic signal will be only placed in flash operation by City personnel. CONTRACTOR shall contact the Project Engineer at least two (2) working days in advance to coordinate traffic signal service.

6-4 DELAYS AND EXTENSIONS OF TIME.

6-4.4 Written Notice and Report. *Add the following:*

Whenever the CONTRACTOR foresees any delay in the prosecution of the work, and in any event immediately upon the occurrence of any delay which the CONTRACTOR regards as unavoidable, he/she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause so that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if prevention is not possible, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent it will delay the prosecution and completion of the work. It will be concluded that any and all delays which have occurred in the prosecution and completion of the work have been avoidable delays, except such delays as shall have been called to the attention of the Engineer at the time of their occurrence and found by him/her to have been unavoidable. The CONTRACTOR shall make no claims for any delay not called to the attention of the Engineer at the time of its occurrence as an unavoidable delay.

6-7 TERMINATION OF THE CONTRACT FOR DEFAULT.

6-7.1 General. *Add The following:*

If the CONTRACTOR fails to begin delivery of material and equipment, to commence the Work within the time specified, to maintain the rate of delivery of material, to execute the Work in the manner and at such locations as specified, or fails to maintain the Work schedule which will insure the AGENCY's interest, or, if the CONTRACTOR is not carrying out the intent of the Contract, the AGENCY may serve written notice upon the CONTRACTOR and the Surety on its Faithful Performance Bond demanding satisfactory compliance with the Contract.

6-9 LIQUIDATED DAMAGES. *Add the following:*

The CONTRACTOR agrees to forfeit and pay the AGENCY the amount of Two Thousand Eight Hundred Dollars ($2,800.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the CONTRACTOR. This payment shall be considered liquidated damages. CONTRACTOR agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate AGENCY for losses that are difficult to measure and that such damages are not a penalty.

The AGENCY's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the CONTRACTOR to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the AGENCY to terminate this agreement.

SECTION 7 - MEASUREMENT AND PAYMENT

7-1 MEASUREMENT OF QUANTITIES FOR UNIT PRICE WORK.

7-1.1 General. *Add the following:*

The planimeter shall be considered an instrument of precision adapted to measurement of all areas.

7-3 PAYMENT

7-3.1 General. *Add the following:*

The quantities listed in the Bid schedule will not govern final payment. Payment to the CONTRACTOR will be made only for actual quantities of Contract items constructed in accordance with the Plans and Specifications. Upon completion of construction, if the actual quantities show either an increase or decrease from the quantities given the Bid schedule, the Contract Unit Prices will prevail subject to the provisions of 7-3.5.1.

At the expiration of 35 calendar days from the date of acceptance of the Work by the board, or as prescribed by law, the amount deducted from the final estimate and retained by the AGENCY will be paid to the CONTRACTOR except such amounts as are required by law to be withheld by properly executed and filed notices to stop payment, or as may be authorized by the Contract to be further retained.

7-3.2 Partial and Final Payment. *Add the following:*

From each progress estimate, 10 percent will be deducted and retained by the AGENCY, and the remainder less the amount of all previous payments will be paid. After 50 percent of the Work has been completed and if progress on the Work is satisfactory, the deduction to be made from remaining progress estimates and from the final estimate may be limited to $500 or 10 percent of the first half of total Contract amount, whichever is greater.

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Wednesday of the following month. The AGENCY requires four to six weeks to review all progress payments, issue payment checks, present progress payment to Council for approval, and release payment to CONTRACTOR. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the CONTRACTOR returns the control set of plans and specifications showing the as-built conditions.

The full five (5) percent retention will be deducted from all payments. The final retention will be authorized for payment thirty-five (35) days after the date of recordation of the Notice of Completion.

7-3.6 Stipulated Unit Prices. *Add the following:*

Stipulated Unit Prices are unit prices established by the AGENCY in the Contract Documents.

7-4 PAYMENT FOR EXTRA WORK.

7-4.1 General. *Add The following:*

New or unforeseen work will be classified as "extra work" when the Engineer determines that it is not covered by the Contract Unit Prices or stipulated unit prices.

7-4.2 Basis for Establishing Costs.

7.4.2.4 Other Items. *Add the following:*

Invoices covering all such items in detail shall be submitted with the request for payment.

7-5 PAYMENT FOR CHANGES REQUESTED BY THE CONTRACTOR. *Add the following:*

Changes in the Plans and Specifications, requested in writing by the CONTRACTOR, which do not materially affect the Work, and which are not detrimental to the Work or to the interests of the AGENCY, may be granted by the Engineer. Nothing herein shall be construed as granting a right to the CONTRACTOR to demand acceptance of such changes.

SECTION 8 - FACILITIES FOR AGENCY PERSONNEL

8-6 BASIS OF PAYMENT. *Substitute the following:*

All costs incurred in furnishing, maintaining, servicing, and removing field officers, laboratories, or bathhouse facilities required at the project site shall be included in the bid item for furnishing such facilities. If such facilities are required by the Plans or Specifications and no bid item is provided in the proposal, the costs shall in included in other items for which bids are entered. Such costs incurred in connection with offices and laboratories at plants shall be borne by the plant owners.

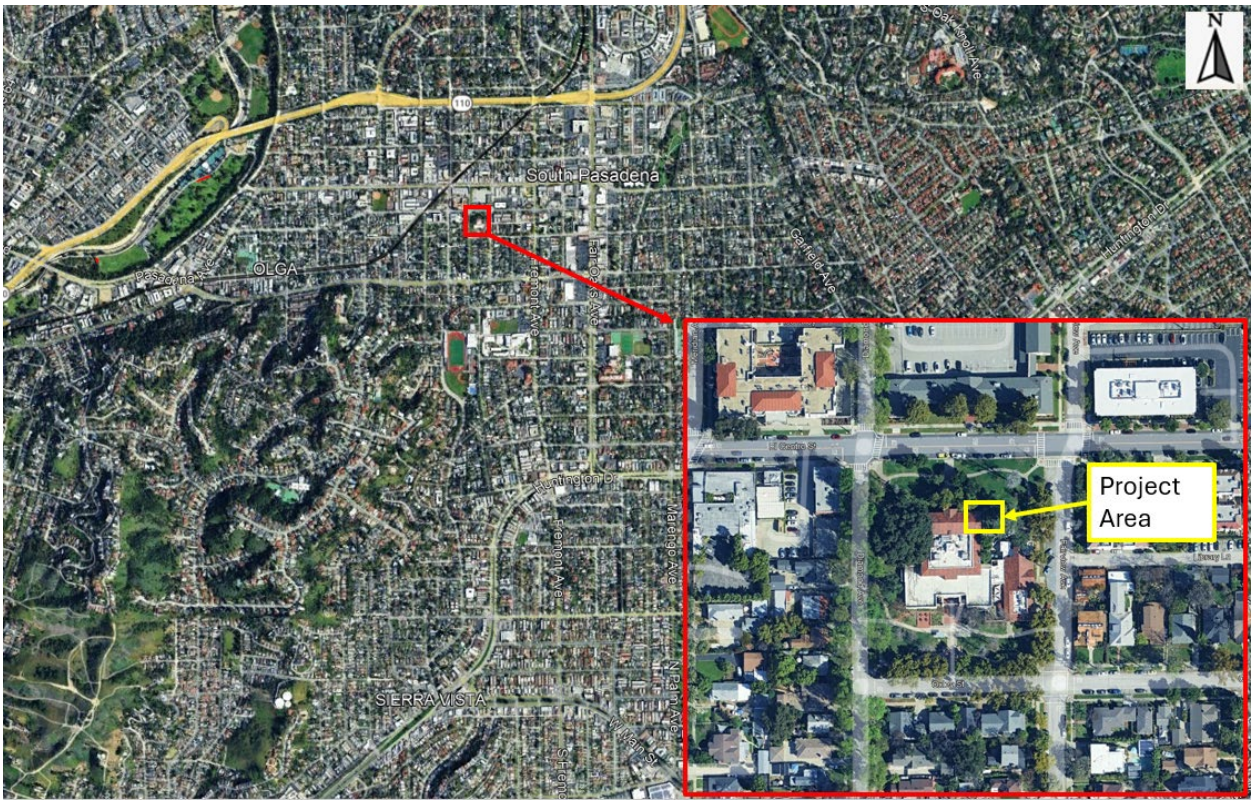
The first progress payment will not be approved until all facilities are in place and fully comply with the Contract Documents.

(End of Section)

APPENDIX I

LIBRARY NORTHEST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Location Map



Approved for use on June 7, 2023
294856.v3

APPENDIX II

LIBRARY NORTHEST RAMP PROJECT NO. 005149
IN THE CITY OF SOUTH PASADENA, CALIFORNIA

Existing Condition Photos


ROYCE
MUIR
MILLS



Approved for use on June 7, 2023
294856.v3






MARKHAM
11/21/25 01:09PM
+34.114355,-118.155479
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Approved for use on June 7, 2023
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Submittal Package

07 14 16
Cold Fluid-Applied Waterproofing
Ultra-Guard Elastomeric High Build

GMX, Inc.
866-228-7743
WWW.GMXCO.COM

PRODUCT DESCRIPTION

Ultra-Guard® Elastomeric Coating is a single-component, 100% solid, moisture-curable waterproof membrane. This cold liquid-applied formula is solven-free and compliant with all known environmental and OSHA requirements. It can be used in confined spaces with standard personal protection equipment. Ultra-Guard® Elastomeric Coating cures to an elastomeric rubber that is resistant to thermal shock. It will not crack in extreme cold or slump due to softening at high temperatures like conventional asphalt or coal tar based coatings often will.

Recommended Uses:

- For use in above and below grade applications

In Above Grade Applications:

- Ultra-Guard® Elastomeric Coating can be used to seal parapets, plaza decks, green roof systems and waterproof planter boxes.

In Below Grade Applications:

- Ultra-Guard® Elastomeric Coating is ideal as a positive-side waterproofing for sealing foundations.
- Ultra-Guard® Elastomeric Coating can also be used for between slab waterproofing, equipment wells, and other underground construction.

Advantages:

- Moisture cure
- High solids, minimal shrinkage
- No outgassing on damp surfaces
- Can be applied up to 120 mils in one coat on horizontal surfaces (60 mils on vertical surfaces)
- Wet film thickness equals dry film thickness
- Fast setting
- Non-flammable
- Low odor
- Single component
- Solvent free
- Tin free

APPLICATION INSTRUCTIONS

Horizontal Application:

- Apply Ultra-Guard® Elastomeric Coating over cleaned flange of drains, taking care not to fill weep holes.
- Drain flange of 3” minimum width recommended.
- If surface is pitted, prime with a 10-mil coat of Ultra-Guard® Elastomeric Coating to fill in the irregularities or voids that might cause pin-holing.
- Using a roller, trowel, or brush apply in a single coat up to a 120-mil thickness.

Vertical Application:

- If surface is pitted, prime with a 10-mil coat of Ultra-Guard® Elastomeric Coating to fill in the irregularities or voids that might cause pin-holing.
- Using a roller, trowel, or brush, apply in a single coat up to a 60-mil thickness.

STORAGE

- Store original, unopened containers at 70°F / 21°C with 50% relative humidity.
- Protect unopened containers from water, heat and direct sunlight.
- Elevated temperatures will reduce shelf life.

SHELF LIFE

- Pails have a six-month shelf life from date of manufacture when stored at 70°F / 21°C with 50% relative humidity.
- High temperature and high relative humidity may significantly reduce shelf life.

CLEAN-UP

- Wet sealant can be removed using a solvent such as alcohol or mineral spirits.
- Cured material can be removed by abrading or scraping the substrate.

Limitations:

- In areas where prolonged chemical exposure is anticipated, contact Technical Services for recommendations.
- Do not use in above grade applications without a protective UV barrier.
- Do not store in elevated temperatures.
- Remove all coatings and sealants before application.
- Do not apply at temperatures below 40°F.
- Do not thin with solvents, water or foreign material.
- This product is specifically designed to be compatible with cementitious substrates, contact Technical Services for recommendations regarding other suitable substrates.
- This product may be applied to damp substrates as long as there is no transfer of moisture to the touch of a hand.
- This product is NOT intended for use in permanently exposed exterior applications. All above grade applications will require some sort of UV barrier.
- Not intended for use without a drainage plane.

TECHNICAL SERVICES | PRODUCT SPECIFICATIONS
Type: Ultra-Guard Elastomeric Coating

Test	Measurement	Method
Shore A	25	ASTM D2240
Tensile (psi)	133	ASTM D412
Elongation (%)	588	ASTM D412
Modulus @ 100% (psi)	41	ASTM D412
Permeability (perm-inch)	0.0330	ASTM E96 Method A @ 60 mils
Viscosity 1,2,10 rpms (cps)	155k, 101k, 40.2k	Brookfield
Skin Formation (min)	120	NA
Extensibility After Heat Age	*NA	ASTM C836
Low Temp. Crack Bridging	*NA	ASTM C836
Hydrostatic Head Resis-tance	*NA	ASTM C836
Water Uptake (%wt.)	11	4 wks submerged @ 50°C
Wet Adhesion to Mortar (pli)	12.86	ASTM C794 (1 pli = passing)
Dry Adhesion to Mortar (pli)	15.84	ASTM C794
Coverage	26 ft.sq/US Gal. 13 ft.Sq/US Gal.	@ 60 mils @ 120 mils

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APPLICATION GUIDE

All surfaces must be sound, dry, clean and free of oil, grease, dirt, excess mortar, frost or other contaminants. Fill spalled areas in substrate to provide an even plane and remove spalling concrete. Remove curing compounds or any foreign matter detrimental to the adhesion of the primary waterproofing membrane or membrane flashings. Masonry joints should be flush to the surface of the units or a continuous parge coat of non shrink mortar should be applied.

New concrete should be cured for a minimum of 3 days and must be free from surface water before waterproofing membranes are applied. Concrete in vented metal pan decks must be cured for a minimum of seven days.

Concrete shall have a wood float finish. Decks with a steel float finish must be sandblasted or equivalent prior to the application of the waterproofing system.

Prefabricated expansion joint assemblies should be in place prior to the application of the primary waterproofing assembly.

Acceptable Substrates:

- Cast-in-Place Concrete/Composite Deck
- Precast Concrete
- Sheathing over Metal Deck (Steel Deck)
- Exterior Grade Plywood (not OSB)
- AdvanTech(™) (in conditioned deck applications only, see Technical Letter)
- Masonry Units
- Exterior Grade Sheathing (above grade only)
- Metal (test for adhesion, prep surface if adhesion is unacceptable)
- Contact GMX for guidance on any other substrates.

The contractor shall review and determine that all surfaces are in accordance with GMX's recommendations to receive the membrane and request technical assistance for all discrepancies prior to installing the waterproofing system.

Seal all Substrate Joints:

1. Center 12 inch wide crack treatment membrane over joint
2. Embed crack treatment membrane in 60 mils cold fluid applied waterproofing prior to installation on waterproofing membrane. Refer to manufacturer published literature.

Form Release Agents: Contact GMX

Cast-in-Place Concrete/Composite Deck: Precast Concrete Strength/Density: Minimum 2,500 psi (17,235 kPa) compressive strength and minimum 115 pcf (1842 kg/m3) density

Finish: Broom, wood-float, or wood-troweled equivalent finish. Steel float finishes are too smooth and compromise the adhesion of the waterproofing system. Decks with a steel float finish must be sandblasted or equivalent prior to the application of the waterproofing system.

Concrete Hydration (Cure): Method of Cure: Water cure, wet coverings, paper sheets, plastic sheets or approved liquid curing compound (sodium silicate preferred).

Duration of Cure/Dry: Recommend 24 hours minimum after concrete forms have been removed. Contact GMX when less than the minimum is desired. Lightweight insulating concrete is not an acceptable substrate.

Structural Lightweight Concrete: Metal pan decks to which concrete is poured shall be venting type. Contact GMX if metal pan deck is not venting type. Strength/Density: Minimum 2,500 psi (17,235 kPa) compressive strength and minimum 115 pcf (1842 kg/m3) density.

Finish: Broom, wood-float, or wood-troweled equivalent finish. Steel float finishes are too smooth and compromise the adhesion of the waterproofing system. Decks with a steel float finish must be sandblasted or equivalent prior to the application of the waterproofing system.

Concrete Hydration (Cure): Method of Cure: Water cure, wet coverings, paper sheets, plastic sheets or approved liquid curing compound (sodium silicate preferred).

Duration of Cure/Dry: Recommend 7 days minimum after concrete forms have been removed. Contact GMX when less than the minimum is desired.

For wooden substrates, contact GMX for specific recommendations.

PROJECT/SITE CONDITIONS

Environmental Requirements: No Work shall be performed during rain or inclement weather. No Work shall be performed on frost or wet covered surfaces.

Protection: Temporary protection of the membrane shall be provided to prevent mechanical damage or damage from spillage of oil or solvents until such time as permanent protection is installed.

Do not permit traffic of any kind over unprotected waterproof membranes. Apply protection course as soon as possible in accordance with published literature after waterproofing membrane installation.

Ensure all preparation work is complete prior to installing waterproofing membrane.

FIELD QUALITY CONTROL

Final Observation and Verification: Prior to overburden installation, final inspection of waterproofing assembly shall be carried out by the owner's representative, the contractor, or manufacturer as required by warranty. Contact manufacturer for warranty requirements.

CLEAN-UP

Promptly as the work proceeds, and upon completion, clean up and remove from the premises all rubbish and surplus materials resulting from the foregoing work.

Clean to the consultant's approval, soiled surfaces, spatters, and damage caused by work of this Section.

Check area drains to ensure cleanliness and proper function, and remove debris, equipment, and excess material from the site.

Recommendations:

SINGLE COAT SYSTEMS

Horizontal Application:

- Apply Ultra-Guard® Elastomeric HB over cleaned flange of drains, taking care not to fill weep holes.
- Drain flange of 3" minimum width recommended.
- Apply details: wall to deck, inside/outside corners, joints treatments, etc. before installing the membrane on the deck.
- If surface is pitted, prime with a 10-mil coat of Ultra-Guard® Elastomeric HB to fill in the irregularities or voids that might cause pin-holing. Any pitting large enough to place a thumb into should be patched.
- Using a ½" notched squeegee, roller, trowel, in a single coat up to a 120-mil thickness.
- Squeegee application is optimal for horizontal application.
- Plan the installation so that you can progress across the deck without walking on the installed membrane, if possible.
- Work in strips across the deck that are an inch or two wider than the reinforcing fabric (if installed).
- The membrane can be applied wet on wet or wet on dry.
- Flood test after allowing the assembly to cure for 7-10 days. Electronic Vector Testing is recommended.
- See GMX website for construction details.

Vertical Application:

- If surface is pitted, prime with a 10-mil coat of Ultra-Guard® Elastomeric HB to fill in the irregularities or voids that might cause pin-holing. Any pitting large enough to place a thumb into, should be patched.
- Substrate must be clean and continuous, fill voids, unconsolidated concrete, etc. with non-shrinking mortar.
- A parge coat of non-shrinking mortar can also correct deficiencies in a block wall.
- Remove all fins and windows by grinding.
- Apply using a roller, trowel, or brush, apply in a single coat of a minimum 60-mil thickness.
- A fabric reinforced cant at the wall to footer is recommended.
- Fabric reinforcement is recommended at joints between dissimilar materials.
- Ultra-Guard Elastomeric HB is perfect for waterproofing Insulated Concrete Forms.
- See GMX website for construction details.

Priming:

- Priming is not required for adhesion to dry, damp, or non-porous concrete.
- In the case a pinhole and blister problem occur, the cause is likely air and/or moisture vapors being trapped or emitted from the concrete and or environmental conditions.
- It is recommended that a thin-mil coat application be applied to remove trapped air/vapor.
- This thin-mil application is intended to advocate and establish a constant bond with the substrate.

HIGH BUILD SYSTEMS

Horizontal Applications:

- Start by inspecting the substrate for deficiencies. Make any corrections necessary before starting the installation.
- Begin by attending to details first, before you start the installation of the deck.
- Pour membrane onto surface and spread evenly with a ¼" notched squeegee or roller to a nominal 60 mils.
- Work in strips across the deck allowing for a little wider band of membrane than the width of the fabric. Once you have gaged 60 mils. on the first course, immediately embed fabric into the wet membrane. Use the flat edge of the squeegee, or a broom, to smooth out any wrinkles and bubbles. Apply the second coat at 60 mils., in the same manner as the first, then back-roll with a ⅜" nap roller to smooth out the material. Apply TegoBase directly into the wet membrane.
- Begin the second stripe across, repeating the steps. Work your way off the deck.
- Install a barricade and prevent traffic for 24 to 72 hours, depending on the temperature and humidity.
- If a flood test is required, we recommend waiting a minimum of 7-10 days after completion of the installation to perform the test. In that time, the membrane should complete the cross-bonds and be at peak strength. Electronic Vector Testing is recommended.

Vertical Applications:

- Inspect the wall for deficiencies and make the necessary repairs.
- Begin by installing the detail cant and membrane at the footer.
- Apply with an appropriate airless pump, ⅜" nap roller, trowel or brush to a nominal 60 mils.
- Let the first course set (usually 24 hours), then apply the second 60 mil course. Install drainage or protection course once the second course has cured.
- Drainage or protection can be adhered with a termination bar, pins or spray adhesive that is compatible with HB.

PRECAUTIONS

- Wearing proper PPE is advised, direct contact may cause skin and eye irritation.
- Do not thin.
- Do not clean up with water.

Hot Weather/High Humidity:

- To minimize blisters from vapor drive, it is best to schedule installation when temps are falling or install multiple coats of reduced mil. thickness.

Cold Weather/Low Humidity:

- For ease of application, material may be kept warm at 90°F, prior to and during installation. Contact GMX for specific installation recommendations in cold or dry weather.

Theoretical Maximum Yield per Gallon:

- 60 mils = 26 sq. ft.
- 120 mils = 13 sq. ft.

Surface profile and waste will impact yield.

SUGGESTED TOOLS

- ¼" squeegee for 60 mil. thickness
- ½" squeegee for 120 mil. thickness
- Razor knife and straight edge to cut TegoBase
- Gloves for TegoBase (contains glass fibers)
- Blower or broom to clean surfaces
- Scissors to cut fabric
- 6" putty knife for rapid installation of membrane at details
- Icing blade to remove membrane from bottom and sides of bucket
- Orange-based solvent for cleanup
- Paper towels for cleanup
- Builders paper (Trimaco® Masking Paper) to protect walk off surfaces
- Table to prepare materials

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www.gmxwaterproofing.com

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DRAINMAX®

GMX A Garland Industries Subsidiary

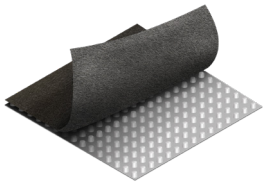
COMMERCIAL

DrainMax prefabricated drains combine a formed polymeric drainage core with a filter fabric bonded to one side. The filter fabric is bonded to each dimple to prevent soil intrusion into the core flow channels while allowing water to freely enter the drain core. The core provides an uninterrupted path for water to flow to designated drainage exits.

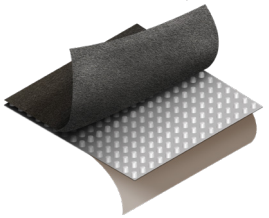
The GMX DrainMax Sheet & Total Drain are an economical solution for reducing hydrostatic pressure against structures and protecting & enhancing the life and performance of waterproofing membranes.

GMX PRODUCT NAME			DRAINMAX 200	DRAINMAX 220	DRAINMAX 380	DRAINMAX 500	DRAINMAX 520	DRAINMAX 650	DRAINMAX 680	DRAINMAX BASE DRAIN
PHYSICAL PROPERTIES	**Test Method**	**Unit of Measure**	**Typical Values**	**Typical Values**	**Typical Values**	**Typical Values**	**Typical Values**	**Typical Values**	**Typical Values**	**Typical Values**
GEOTEXTILE										
Material [2]			PP, NPNW	PP, NPNW	PP, NPNW	PP, NPNW	PP, NPNW	PP, NPNW	PP, NPNW	PP, NPNW
Water Flow Rate	D 4491	gpm/ft²	165	165	100	165	165	145	100	150
		Lpm/m²	6,724	6,724	4,075	6,724	6,724	5,909	4,075	6,113
Grab Tensile Strength	D 4632	lbs	100	100	205	100	100	365	205	115
		N	445	445	912	445	445	1,624	912	512
CBR Puncture Strength	D 6241	lbs	275	275	580	275	275	675	580	320
		N	1,220	1,220	2,580	1,220	1,220	3,004	2,580	1,423
Trapezoidal Tear	D 4533	lbs	50	50	80	50	50	115	80	50
		N	222	222	356	222	222	512	356	222
Apparent Opening Size	D 4751	sieve	70	70	80	70	70	40	80	70
		mm	0.212	0.212	0.180	0.212	0.212	0.425	0.180	0.212
Grab Elongation	D 4632	%	65	65	60	65	65	24	60	70
UV Resistance	D 4355	% / 500 Hrs	70	70	70	70	70	90	70	70
Permittivity	D 4491	sec^{-1}	2.4	2.4	1.5	2.4	2.4	2.1	1.5	2.4
CORE										
Thickness	D 5199	in	0.25	0.25	0.25	0.40	0.40	0.40	0.40	0.44 / 1.0
		mm	6.35	6.35	6.35	10	10	10	10	10 / 25.4
Compressive Strength	D 1621 D 6364	psf	11,000	11,000	30,000	15,000	15,000	18,000	18,000	9,000
		kPa	527	527	1,436	718	718	862	862	431
In-Plane Flow Rate [4]	D 4716	gpm/ft	12.5	12.5	13	18	18	21	21	21 @ HG = 0.1
		Lpm/m	155	155	161	224	224	261	261	261 @ HG = 0.1
Backing Film for Softer Membranes			No	No	No	No	No	No	No	No
COMPOSITE										
Recycled Content[5]	CALCULATED	%	> 70	> 70	> 70	> 70	> 70	> 70	> 70	> 70
Roll Size	MEASURED	ft	4 x 50	4 x 50	4 x 50	4 x 50	4 x 50	4 x 50	4 x 50	4 x 50
Roll Weight[6]	MEASURED	lbs	28	29	49	38	39	48	53	27

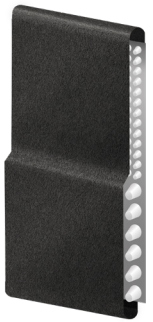
DrainMax 200, 380, 500, 650, 680



DrainMax 220, 520



DrainMax Base Drain



1. Unless otherwise noted, all physical and performance properties listed are Typical Values as defined in ASTM D4439. Please contact your GMX Account Manager for the most current technical information available.
2. PP = Polypropylene; NPNW = Needle-Punched Nonwoven; WM = Woven Monofilament: for use in planters.
3. AOS value listed is Maximum Average Roll Value
4. In plane flow rate measured under 3,600 psf (172 kPa) compressive load at hydraulic gradient of 1.0.
5. Pre-Consumer recycled content by weight.
6. Approximate packaged roll weight.

GMX ISO 9001:2015 REGISTERED TO GMX, INC.

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DRAINMAX® 520

THREE-PART GEO-TEXTILE COMPOSITE DRAINAGE

GMX
A Garland Industries Subsidiary

COMMERCIAL

DESCRIPTION

DrainMax® 520 prefabricated sheet drain is composed of a dimpled polymeric core with a nonwoven geotextile bonded to the dimple side and a polymeric film bonded to the back side. The geotextile allows water to pass through while retaining backfill materials. The solid core allows water collection from one side and provides a continuous flow path to designated drainage exits. The polymeric backing film provides system compatibility with softer waterproofing membranes. DrainMax® 520 is recommended for single-sided subsurface vertical drainage applications requiring high strength, high flow capacity, while providing additional protection for softer waterproofing membranes.

TECHNICAL DATA

Physical Properties [1]	Test Method	Typical Values
GEOTEXTILE		
Material [2]		PP, NPNW
Water Flow Rate	ASTM D4491	165 gpm/ft²
		6,724 Lpm/m²
Grab Tensile Strength	ASTM D4632	100 lbs
		445 N
CBR Puncture	ASTM D6241	275 lbs
		1,220 N
Trapezoidal Tear	ASTM D4533	50 lbs
		222 N
Apparent Opening Size (AOS) [3]	ASTM D4751	70 sieve
		0.212 mm
Grab Elongation	ASTM D4632	6%
UV Resistance	ASTM D4355	70% / 500 Hrs
Permittivity	ASTM D4491	2.4 sec⁻¹
CORE		
Thickness	ASTM D5199	0.25 in
		6.35 mm
Compressive Strength	ASTM D6364 /	11,000 psf
	ASTM D1621	527 kPa
In-Plane Flow Rate [4]	ASTM D4716	12.5 gpm/ft
		155 Lpm/m
Perforated?		No
Backing Film for Softer Membranes		Yes
COMPOSITE		
Recycled Content [5]	CALCULATED	> 70%
Roll Size	MEASURED	4 x 50 ft
Roll Weight [6]	MEASURED	29 lbs

1. Unless otherwise noted, all physical and performance properties listed are Typical Values as defined in ASTM D4439.
2. PP = Polypropylene; NPNW = Needle-Punched Nonwoven; WM = Woven Monofilament: for use in planters.
3. AOS value listed is Maximum Average Roll Value.
4. In-plane flow rate measured under 3,600 psf (172 kPa) compressive load at hydraulic gradient of 1.0.
5. Pre-Consumer recycled content by weight.
6. Approximate packaged roll weight.

All technical information contained in this document is accurate as of revision date listed.
Please contact your GMX Account Manager for the most current technical information available.

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Safety Data Sheet

Article

Article No.: 050109 **Version:** 2024.02

Dear Customer:

According to Federal Regulations, GMX Commercial Waterproofing Materials commercially available under the following names:

Bilar®
TegoBase
FasTape SRA W
Drain Max 200
Drain Max 220
Drain Max 380
Drain Max 500
Drain Max 520
Drain Max 650
Drain Max 680
Drain Max GR50
Ultra-Guard GB
Ultra-Guard GB FR
Drain Max GR100
Drain Max Base Drain
Drain Max Base Drain Universal End Outlet
Drain Max Base Drain Universal Tee Outlet
Drain Max 12” Corner Guard
Ultra-Guard Glass Wrap
TegoBloc Boot 3”,6”,8” &10”
TegoBloc SA
TegoBloc SA-LT
Ultra-Guard Reinforcing Fabric 9” & 36”

... and all surfacing and colors thereof meet the **OSHA definition of an “Article” under 29 CFR 1910.1200(c) and does not require a Safety Data Sheet (SDS) as indicated under 29 CFR 1010.1200(b)(6)(v).**

Articles of Manufacture are defined as: "... a manufactured item which is formed to a specific shape or design during manufacture, which has end use functions depending in whole or in part upon its shape or design during end use and which does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use."

As the above products fall under the definition of Articles of Manufacture, there is no need for an SDS. Therefore, no SDS has been forwarded to your attention. This helps us greatly in our efforts to reduce the amount of paper we use, and in turn to preserve our natural resources.

If you have any questions regarding the above, please call (704) 334-8222.

Sincerely,

GMX, INC.

Manufacturer Address
3014 Chamber Drive
Monroe, NC 28110

UltraGuard Elastomeric HB

Safety Data Sheet

according to US OSHA Hazard Communication Standard (29 CFR 1910.1200) and Canada WHMIS 2015
which includes the amended Hazardous Products Act (HPA) and the Hazardous Products Regulation (HPR)

Revision Date: 10/19/2023 Date of Issue: 08/04/2022 Version: 3.0

SECTION 1: IDENTIFICATION

Product Identifier

Product Form: Mixture

Product Name: UltraGuard Elastomeric HB

Name, Address, and Telephone of the Responsible Party

Manufacturer

GMX, Inc.
P.O. Box 743
Matthews, NC 28106

Emergency Telephone Number

Emergency Number: 1-800-424-9300 (CHEMTREC)

Main Switch Board: (704) 334-8222

SECTION 2: HAZARDS IDENTIFICATION

Classification of the Substance or Mixture

Classification (GHS-US)

H317 – Skin Sens. 1

H350– Carc. 1A

Label Elements

GHS-US Labeling

Hazard Pictograms (GHS-US) :



Signal Word (GHS-US) : Danger

Hazard Statements (GHS-US) : H317 – May cause an allergic skin reaction
H350 – May Cause Cancer

Precautionary Statements (GHS-US) : Obtain special instructions before use
Do not handle until all safety precautions have been read and understood
Wear protective gloves, protective clothing, eye protection and face protection
Avoid breathing dust, fume, gas, mist, vapors and spray
Contaminated work clothing must not be allowed out of the workplace
IF exposed or concerned: Get medical advice/attention
P305+P351+P338 If in eyes: Rinse cautiously with water for several minutes.
Remove contact lenses, if present and easy to do. Continue rinsing.
P332+P313 If skin irritation occurs: Get medical advice/ attention.
P333+P313 If skin irritation or rash occurs: Get medical advice/ attention.
P362+P364 Take off contaminated clothing and wash it before reuse.
P501 Dispose of contents/ container in accordance with national regulations.

Other Hazards

Other Hazards Not Contributing to the Classification: Not available.

Unknown Acute Toxicity (GHS-US)

No data available

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

Substance

Not available

Mixture

Name	Product identifier	% (w/w)
Limestone	CAS No (1317-65-3)	10-20
Calcium Carbonate	CAS No (471-34-1)	10-20
Proprietary Plasticizer	Proprietary	10-20
Proprietary Adhesion Promoter	Proprietary	<1

Carbon Black	CAS No (1333-86-4)	<1

SECTION 4: FIRST AID MEASURES

Description of First Aid Measures

First-aid Measures General: Never give anything by mouth to an unconscious person. If you feel unwell, seek medical advice (show the label where possible). IF exposed or concerned: Get medical advice/attention.

First-aid Measures After Inhalation: Remove to fresh air.

First-aid Measures After Skin Contact: Wash with soap and water. May cause an allergic skin reaction. In the case of skin irritation or allergic reactions see a physician.

First-aid Measures After Eye Contact: Rinse thoroughly with water for at least 15 minutes, lifting lower and upper eyelids. Do not rub eye. Remove any contact lenses and open eyelids wide apart. Consult a physician.

First-aid Measures After Ingestion: Rinse mouth.

Most important symptoms and effects, both acute and delayed

Symptoms Itching. Rashes. Hives.

Indication of any immediate medical attention and special treatment needed

Note to physicians May cause sensitization in susceptible persons. Treat symptomatically.

SECTION 5: FIRE-FIGHTING MEASURES

Extinguishing Media

Suitable Extinguishing Media: Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Unsuitable Extinguishing Media: Do not scatter spilled material with high pressure water streams.

Special Hazards Arising From the Substance or Mixture

Product is or contains a sensitizer. May cause sensitization by skin contact. Containers may explode when heated.

Advice for Firefighters

Firefighting Instructions: Exercise caution when fighting any chemical fire.

Protection During Firefighting: As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

Reference to Other Sections

Refer to section 9 for flammability properties.

SECTION 6: ACCIDENTAL RELEASE MEASURES

Personal Precautions, Protective Equipment and Emergency Procedures

General Measures: Avoid contact with skin, eyes or clothing. Ensure adequate ventilation. Use personal protective equipment as required. Evacuate personnel to safe areas. Keep people away from and upwind of spill/leak.

Methods and Material for Containment and Cleaning Up

For Containment and Clean Up: Dike with inert absorbent material (e.g. dry sand or earth). Take precautionary measures against static discharges. Soak up with inert absorbent material. Pick up and transfer to properly labeled containers. Keep in suitable and closed containers for disposal. Dispose of as common waste.

Reference to Other Sections

See heading 8, Exposure Controls and Personal Protection.

SECTION 7: HANDLING AND STORAGE

Precautions for Safe Handling

Handle in accordance with good industrial hygiene and safety practice. Avoid contact with skin, eyes or clothing. Ensure adequate ventilation. In case of insufficient ventilation, wear suitable respiratory equipment. Do not eat, drink or smoke when using this product. Take off contaminated clothing and wash before reuse. Remove contaminated clothing and shoes.

Conditions for Safe Storage, Including Any Incompatibilities

Storage Conditions: Keep container tightly closed. Keep in properly labeled containers. Keep out of the reach of children.

Incompatible Materials: Not available.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

Control Parameters

Limestone (1317-65-3)		
USA OSHA	OSHA TWA respirable fraction (mg/m^3)	5 mg/m^3
USA OSHA	OSHA TWA Total Dust (mg/m^3)	15 mg/m^3
NIOSH	TWA Total Dust	10 mg/m^3
NIOSH	TWA Respirable Dust	5 mg/m^3

Calcium Carbonate (471-34-1)		
USA OSHA	OSHA TWA respirable fraction (mg/m^3)	5 mg/m^3
USA OSHA	OSHA TWA Total Dust (mg/m^3)	15 mg/m^3

NIOSH	TWA Total Dust	10 mg/m^3
NIOSH	TWA Respirable Dust	5 mg/m^3

Proprietary Plasticizer		
USA ACGIH	ACGIH TWA inhalable particulate matter excluding metal working fluids, highly & severely refined	5 mg/m^3
USA OSHA	OSHA TWA (mg/m^3)	5 mg/m^3
NIOSH IDLH	Immediate danger to life and health (ppm)	2500 mg/m^3
NIOSH	NIOSH TWA	5 mg/m^3
NIOSH	STEL	10 mg/m^3

Carbon Black (1333-86-4)		
USA ACGIH	ACGIH TWA respirable fraction (mg/m^3)	3 mg/m^3
USA OSHA	OSHA TWA (mg/m^3)	3.5 mg/m^3
NIOSH IDLH	Immediate danger to life and health (mg/m^3)	1750 mg/m^3
NIOSH TWA	TWA Carbon black in presence of Polycyclic aromatic hydrocarbons PAH	0.1 mg/m^3

Exposure Controls

Appropriate Engineering Controls: Provide adequate general and local exhaust ventilation. Ensure the ventilation system is regularly maintained and tested. Good general ventilation should be adequate to control workers' exposure to airborne contaminants. Observe any occupational exposure limits for the product or ingredients. Showers and Eyewash Stations.

Personal Protective Equipment: Gloves. Protective clothing. Protective goggles.

Eye and Face Protection: Wear tight-fitting, chemical splash goggles or face shield. If inhalation hazards exist, a fullface respirator may be required instead.

Skin and Body Protection: Wear appropriate clothing to prevent any possibility of skin contact.

Respiratory Protection: If exposure limits are exceeded or irritation is experienced, NIOSH approved respiratory protection should be worn.

Hand Protection: Wear protective gloves. The most suitable glove should be chosen in consultation with the glove supplier/manufacturer, who can provide information about the breakthrough time of the glove material. To protect hands from chemicals, gloves should comply with OSHA 1910.138 and be demonstrated to be impervious to the chemical and resist degradation. Considering the data specified by the glove manufacturer, check during use that the gloves are retaining their protective properties and change them as soon as any deterioration is detected. Frequent changes are recommended.

Hygiene Measures: Wash hands before breaks and at the end of workday. Remove and wash contaminated clothing before re-use. Handle in accordance with good industrial hygiene and safety practice.

Other Information: When using, do not eat, drink, or smoke.

Environmental exposure controls: Keep container tightly sealed when not in use. Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

Information on Basic Physical and Chemical Properties

Physical State	:	Paste
Odor	:	Characteristic
Odor Threshold	:	Not available
pH	:	Not available
Relative Evaporation Rate (butyl acetate = 1)	:	Not available
Melting Point	:	Not available
Boiling Point	:	Not available
Flash Point	:	Not available
Auto-ignition Temperature	:	Not available
Decomposition Temperature	:	Not available
Flammability (solid, gas)	:	Not available
Lower Flammable Limit	:	Not available
Upper Flammable Limit	:	Not available
Vapor Pressure	:	Not available
Relative Vapor Density at 68°F (20°C)	:	> 1 (Air = 1)
Relative Density	:	Not available
Specific Gravity	:	>1.0
Solubility	:	Partly miscible

Partition coefficient: n-octanol/water	:	Not available
Explosion Data – Sensitivity to Mechanical Impact	:	Not available
Explosion Data – Sensitivity to Static Discharge	:	Not available

SECTION 10: STABILITY AND REACTIVITY

Reactivity: See the other subsections of this section for further details.

Chemical Stability: Stable under normal conditions.

Possibility of Hazardous Reactions: No potentially hazardous reactions known.

Conditions to Avoid: No information available.

Incompatible Materials: No materials to be especially mentioned.

Hazardous Decomposition Products: Carbon monoxide. Carbon dioxide. Hydrocarbons.

SECTION 11: TOXICOLOGICAL INFORMATION

Information On Toxicological Effects – Product

Information on likely routes of exposure

Product Information

Inhalation	Specific test data for the substance or mixture is not available.
Eye contact	Specific test data for the substance or mixture is not available.
Skin contact	May cause sensitization by skin contact. Specific test data for the substance or mixture is not available. Repeated or prolonged skin contact may cause allergic reactions with susceptible persons. (based on components).
Ingestion	Specific test data for the substance or mixture is not available.

Symptoms related to the physical, chemical and toxicological characteristics

Symptoms	Itching. Rashes. Hives.

Acute toxicity

Numerical measures of toxicity

The following values are calculated based on chapter 3.1 of the GHS document

ATEmix (oral)	30,109.60 mg/kg
ATEmix (dermal)	6,073.50 mg/kg
ATEmix (inhalation-gas)	99,999.00 ppm
ATEmix (inhalation-dust/mist)	99,999.00 mg/l
ATEmix (inhalation-vapor)	99,999.00 mg/l

Component Information

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Skin corrosion/irritation	No information available.
Serious eye damage/eye irritation	No information available.
Respiratory or skin sensitization	May cause an allergic skin reaction.
Germ cell mutagenicity	No information available.
Carcinogenicity	Contains a known or suspected carcinogen. Classification based on data available for ingredients. May cause cancer.

The table below indicates whether each agency has listed any ingredient as a carcinogen.

Chemical Name	ACGIH	IARC	NTP	OSHA
Proprietary Plasticizer	A2	Group 1	Known	X
Carbon Black 1333-86-4	A3	Group 2B	-	X

Legend

ACGIH (American Conference of Governmental Industrial Hygienists)

A2 - Suspected Human Carcinogen

A3 – Animal carcinogen

IARC (International Agency for Research on Cancer)

Group 1 - Carcinogenic to Humans

Group 2B – Possibly carcinogenic to humans

NTP (National Toxicology Program)

Known - Known Carcinogen

OSHA (Occupational Safety and Health Administration of the US Department of Labor)

X - Present

Reproductive toxicity	Contains a known or suspected reproductive toxin. Classification based on data available for ingredients.
STOT - single exposure	No information available.
STOT - repeated exposure	No information available.
Aspiration hazard	No information available.

SECTION 12: ECOLOGICAL INFORMATION

Toxicity – Ingredients

Proprietary Plasticizer:
Fish: LC50: >5000 mg/L (96 hr, Oncorhynchus mykiss)
Crustacea: EC50: >1000 mg/L (48hr, Daphnia magna)

Persistence and Degradability

No information available for this product.

Bioaccumulative Potential – Product

No information available for this product.

Bioaccumulative Potential – Ingredients

No information available for this product.

Mobility in Soil

No information available for this product.

Other Adverse Effects

Other Information: Avoid release to the environment.

SECTION 13: DISPOSAL CONSIDERATIONS

Waste Disposal Recommendations: Dispose of in accordance with local, state, and federal regulations.

Additional Information: Empty containers should be taken for local recycling, recovery or waste disposal.

SECTION 14: TRANSPORT INFORMATION

In Accordance with DOT

Proper Shipping Name	:	Non-Regulated Material.

In Accordance with IMDG

Proper Shipping Name	:	Not Regulated.
Hazard Class	:	
Identification Number	:	
Packing Group	:	
Marine Pollutant	:	

In Accordance with IATA

Proper Shipping Name	:	Not Regulated.
Hazard Class	:	
Identification Number	:	
Packing Group	:	
Marine Pollutant	:	

In Accordance with TDG

Proper Shipping Name	:	Not Regulated.
Hazard Class	:	
Identification Number	:	
Packing Group	:	
Marine Pollutant	:	

SECTION 15: REGULATORY INFORMATION

International Regulations

The Montreal Protocol on Substances that Deplete the Ozone Layer-Not applicable
The Stockholm Convention on Persistent Organic Pollutants Not applicable
The Rotterdam Convention Not applicable

International Inventories

TSCA	All ingredients are listed or exempt.
DSL/NDSL	All ingredients are listed or exempt.
EINECS/ELINCS	Contact supplier for inventory compliance status.
ENCS	Contact supplier for inventory compliance status.

IECSC	Contact supplier for inventory compliance status.
KECL	Contact supplier for inventory compliance status.
PICCS	Contact supplier for inventory compliance status.
AIIC	Contact supplier for inventory compliance status.
NZIoC	Contact supplier for inventory compliance status.

Legend:

TSCA - United States Toxic Substances Control Act Section 8(b) Inventory
DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List
EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances
ENCS - Japan Existing and New Chemical Substances
IECSC - China Inventory of Existing Chemical Substances
KECL - Korean Existing and Evaluated Chemical Substances
PICCS - Philippines Inventory of Chemicals and Chemical Substances
AIIC - Australian Inventory of Industrial Chemicals
NZIoC - New Zealand Inventory of Chemicals

US Federal Regulations

SARA 313

This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372.

SARA 311/312 Hazard Categories

Should this product meet EPCRA 311/312 Tier reporting criteria at 40 CFR 370, refer to Section 2 of this SDS for appropriate classifications.

CWA (Clean Water Act)

This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42).

CERCLA

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material.

US State Regulations

California Proposition 65

This product contains the following Proposition 65 chemicals:.

Carbon Black - 1333-86-4 Carcinogen

U.S. EPA Label Information

EPA Pesticide Registration Number Not applicable

US State Regulations

California Directors List of Hazardous Substances

The following ingredients are listed or exempt:

Carbon Black

California Proposition 65

This product contains no known Proposition 65 chemicals in the form listed which are known to the state of California to cause cancer.

State Right-to-Know

Limestone (1317-65-3)
RTK – U.S. – Massachusetts – Right To Know List
RTK – U.S. – New Jersey – Right To Know Hazardous Substance List
RTK – U.S. – Pennsylvania – RTK (Right To Know) List
RTK – U.S. – Minnesota– Right To Know List
RTK – U.S. – Rhode Island – Right To Know List

Carbon Black (1333-86-4)
RTK – U.S. – Massachusetts – Right To Know List
RTK – U.S. – New Jersey – Right To Know Hazardous Substance List

RTK – U.S. – Pennsylvania – RTK (Right To Know) List
RTK – U.S. – Minnesota– Right To Know List
RTK – U.S. – Rhode Island – Right To Know List

Canadian Regulations

UltraGuard Elastomeric HB	
All components are listed in the WHMIS DSL.	
WHMIS Classification	Not classified.

NFPA:	Health Hazard: 2	Flammability: 0	Instability:0	Special Hazards - NA
HMIS:	Health Hazard: 2	Flammability: 0	Physical Hazards:0	Personal Protection - X

SECTION 16: OTHER INFORMATION, INCLUDING DATE OF PREPARATION OR LAST REVISION

Revision date : 10/19/2023

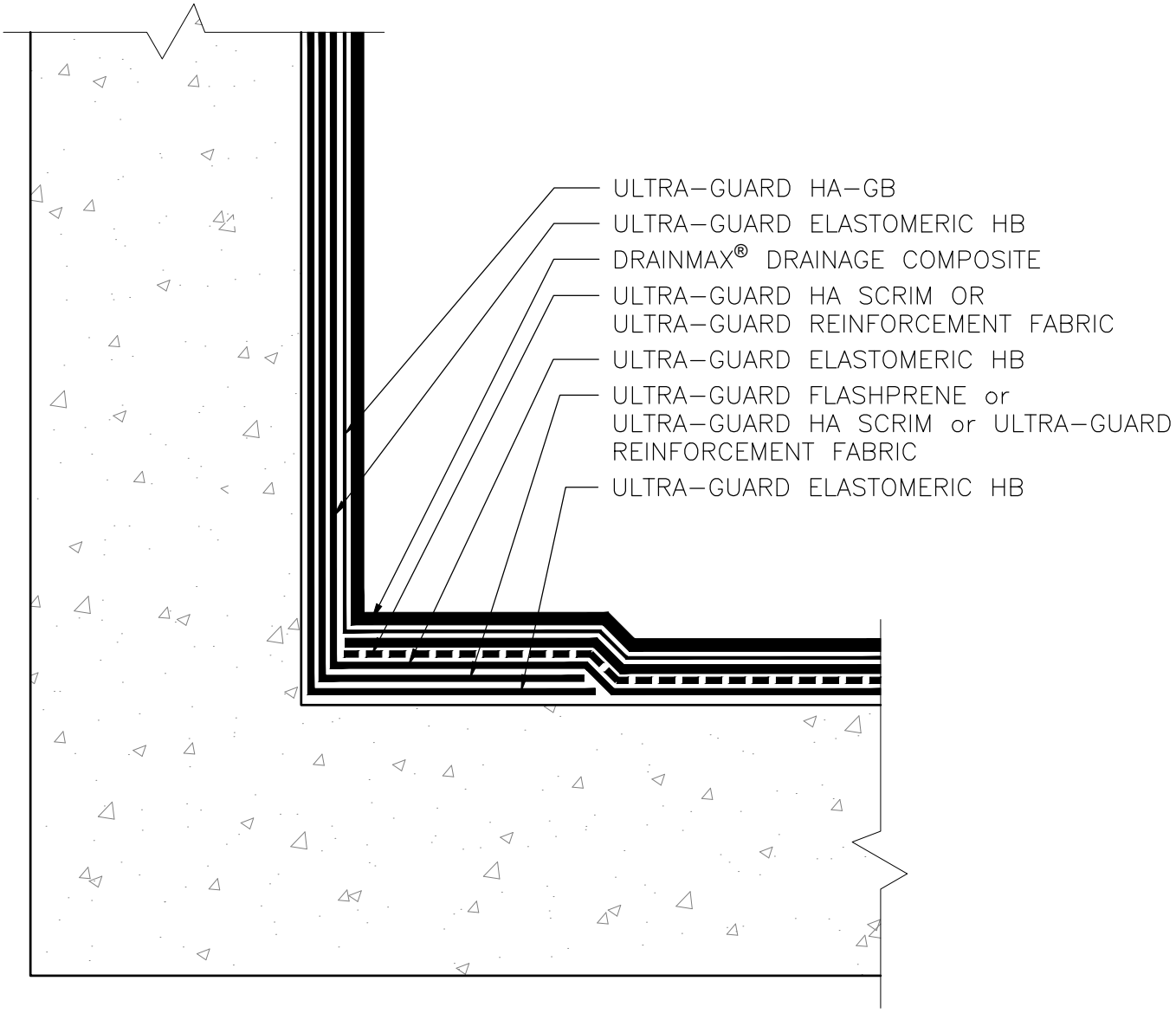
Other Information : This document has been prepared in accordance with the SDS requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200.

Party Responsible for the Preparation of This Document

GMX, Inc.
2034-C Van Buren Ave.
Indian Trail, NC 28709
T-704-334-8222

This information is based on our knowledge as of the Revision Date and is intended to describe the product only for the purposes of health, safety, and environmental requirements as of the Revision Date. It should not therefore be construed as guaranteeing any specific property of the product nor as providing any warranty, expressed or implied. The user assumes all responsibility, liability, risk of loss, damage, or expense arising out of, or in any way connected with, the handling, storage, use, or disposal of the product.

North America GHS US 2015 & WHMIS



NOTES:

1. TERMINATION OF SHEET FLASHING ON WALL SHALL BE BELOW FINISH COURSE OR PROTECT WITH METAL COUNTERFLASHING.

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD ELASTOMERIC HB

EHB-03 FLASHING TERMINATION

GMX
A Subsidiary of Garland Industries

PROJECT:	
CUSTOMER:	
ARCHITECT:	
REPRESENTATIVE:	
DATE:	SHT: OF

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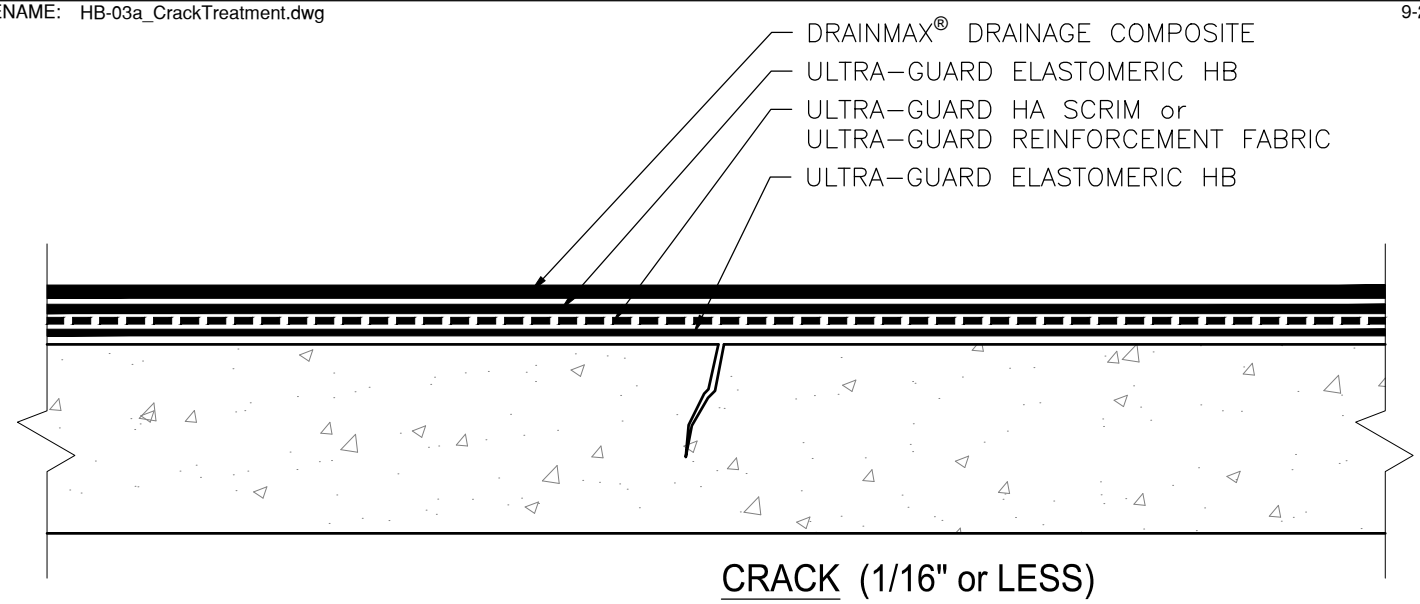
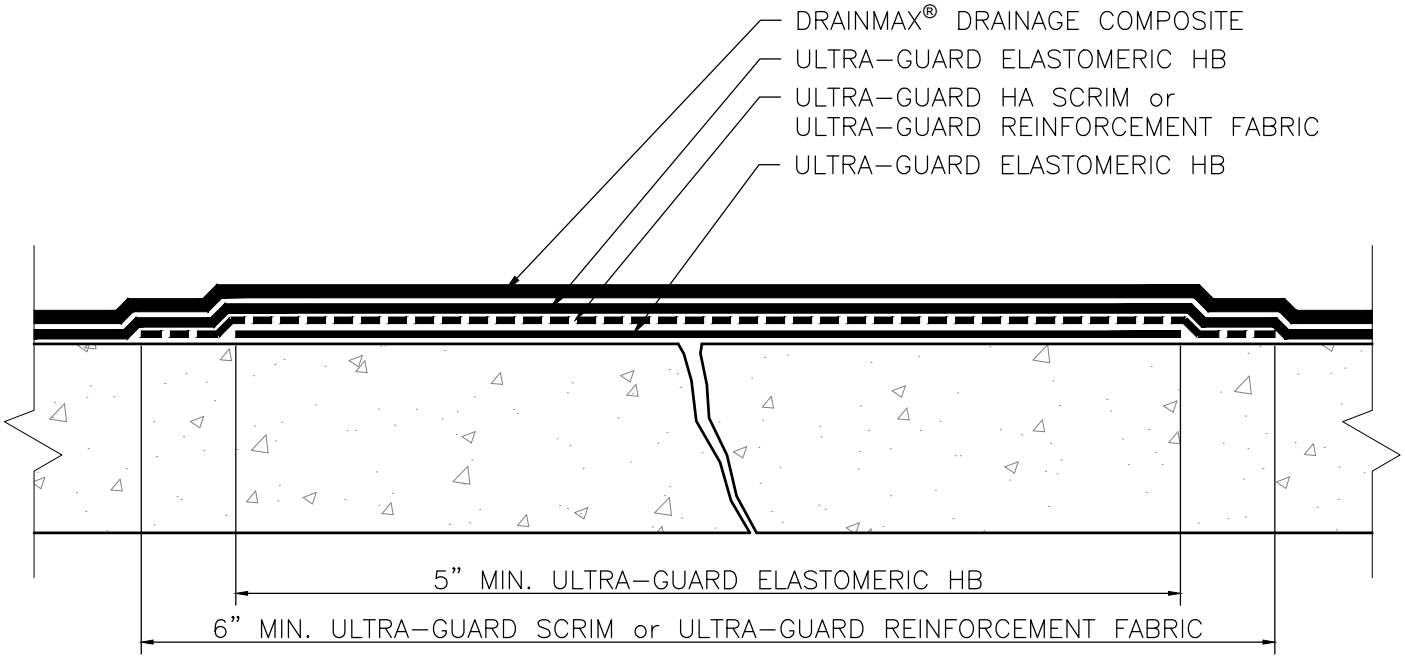
FILENAME: HB-03a_CrackTreatment.dwg

9-21-22



CRACK (1/16" or LESS)



CRACK (1/16" to 1/4")

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD ELASTOMERIC HB

HB-03a CRACK TREATMENT (UP TO 1/4")

GMX
A Subsidiary of Garland Industries

PROJECT:	
CUSTOMER:	
ARCHITECT:	
REPRESENTATIVE:	
DATE:	SHT: OF

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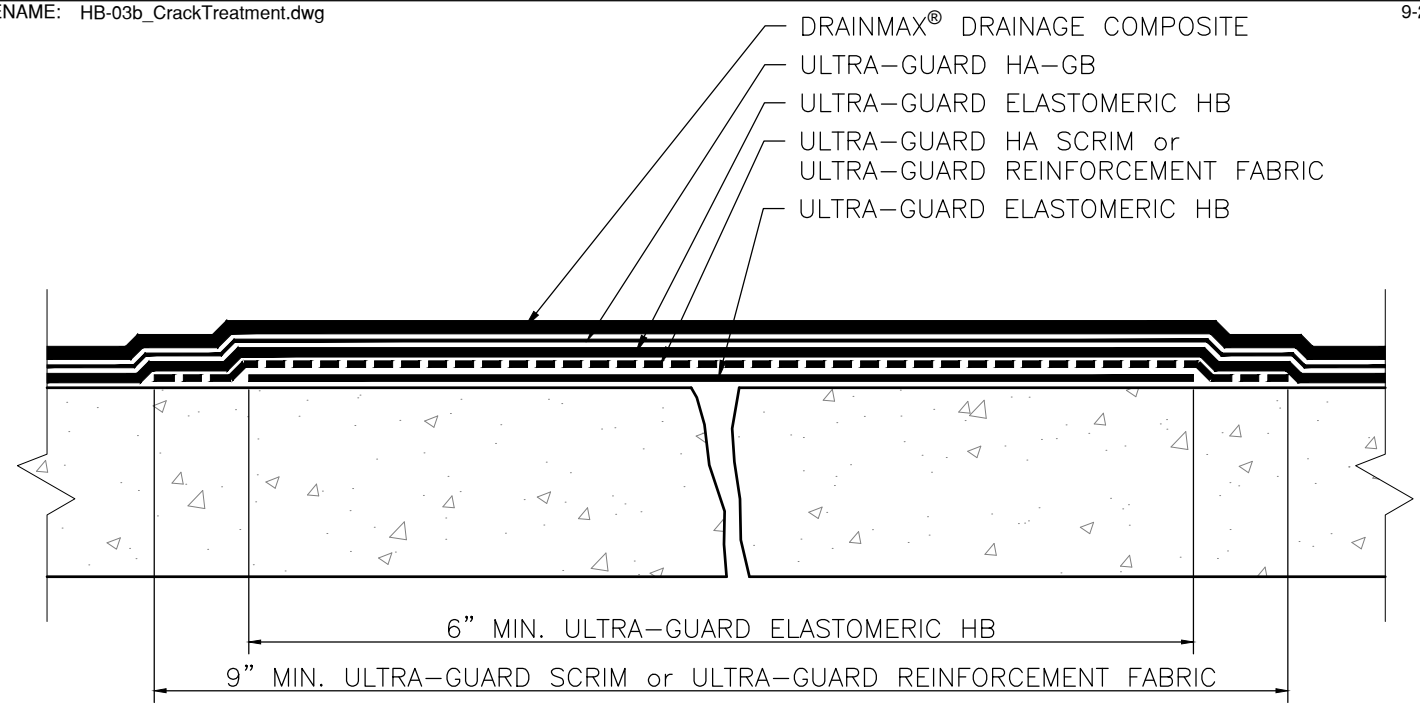
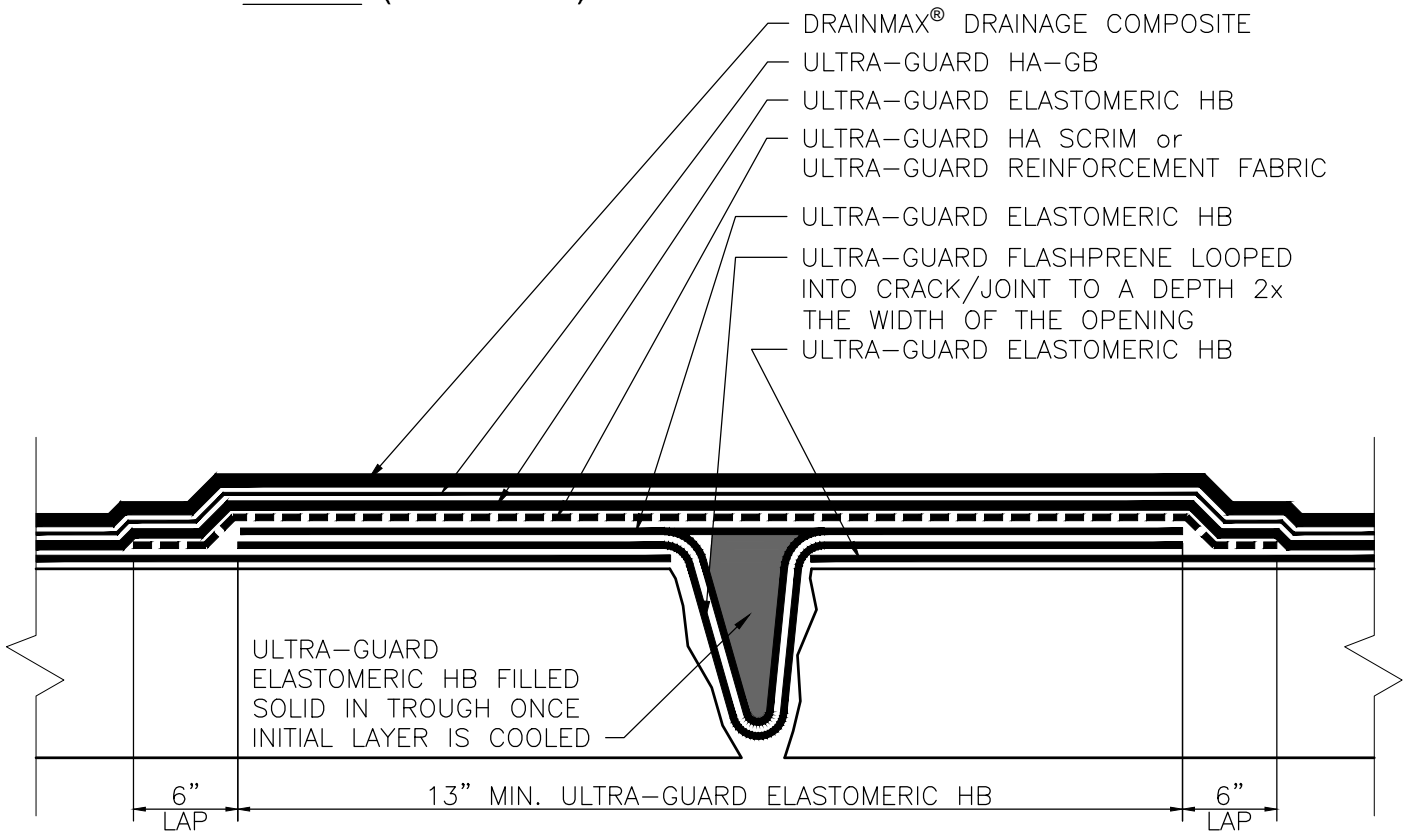
FILENAME: HB-03b_CrackTreatment.dwg

9-21-22



CRACK (1/4" TO 1/2")



DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

CRACK (1/2" to 1")

ULTRA-GUARD ELASTOMERIC HB

HB-03b CRACK TREATMENT (1/4" TO 1")

GMX
A Subsidiary of Garland Industries

PROJECT:	
CUSTOMER:	
ARCHITECT:	
REPRESENTATIVE:	
DATE:	SHT: OF

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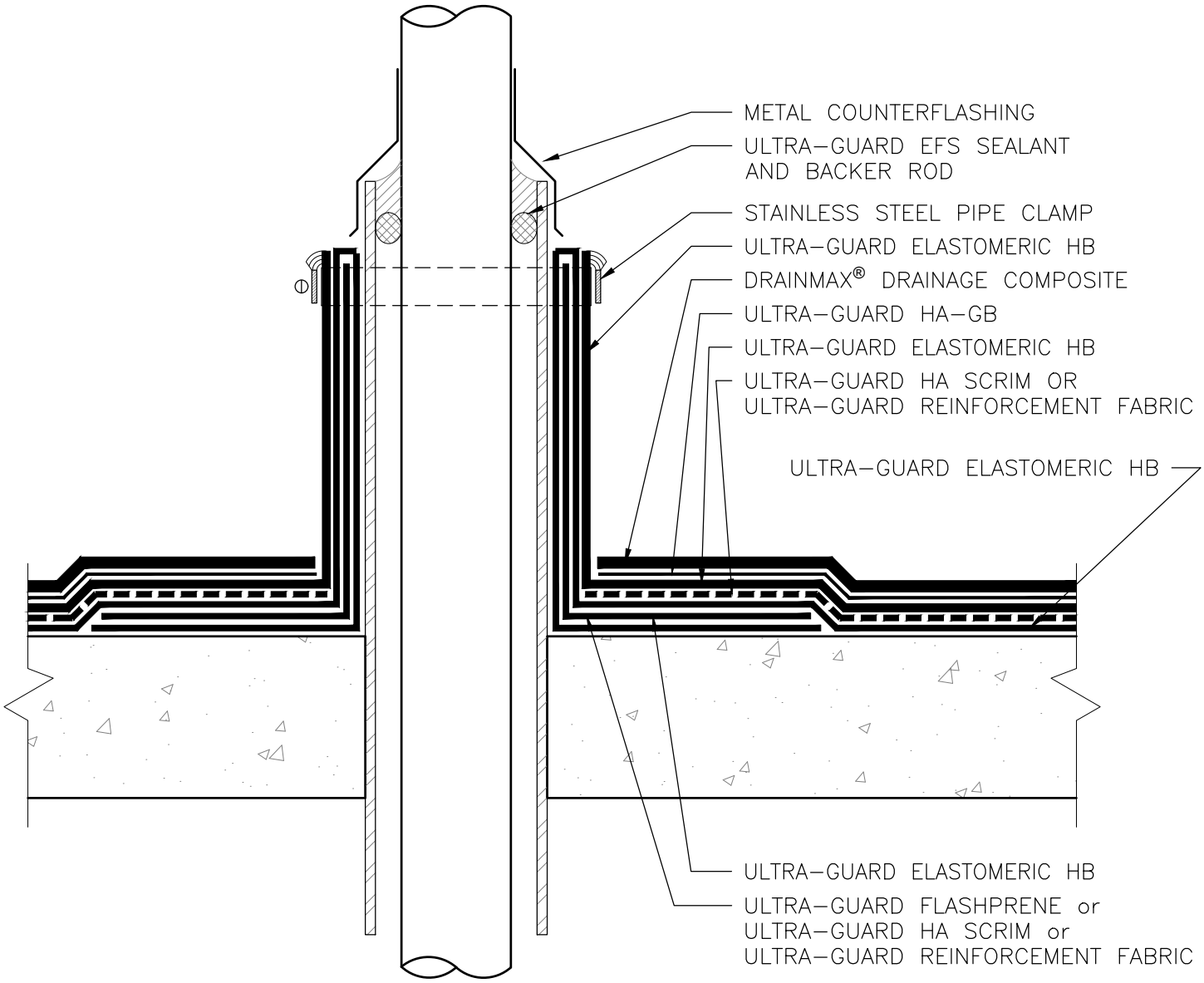

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD ELASTOMERIC HB

HB-08c PIPE SLEEVE PENETRATION FLASHING

GMX
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PROJECT:	
CUSTOMER:	
ARCHITECT:	
REPRESENTATIVE:	
DATE:	SHT: OF

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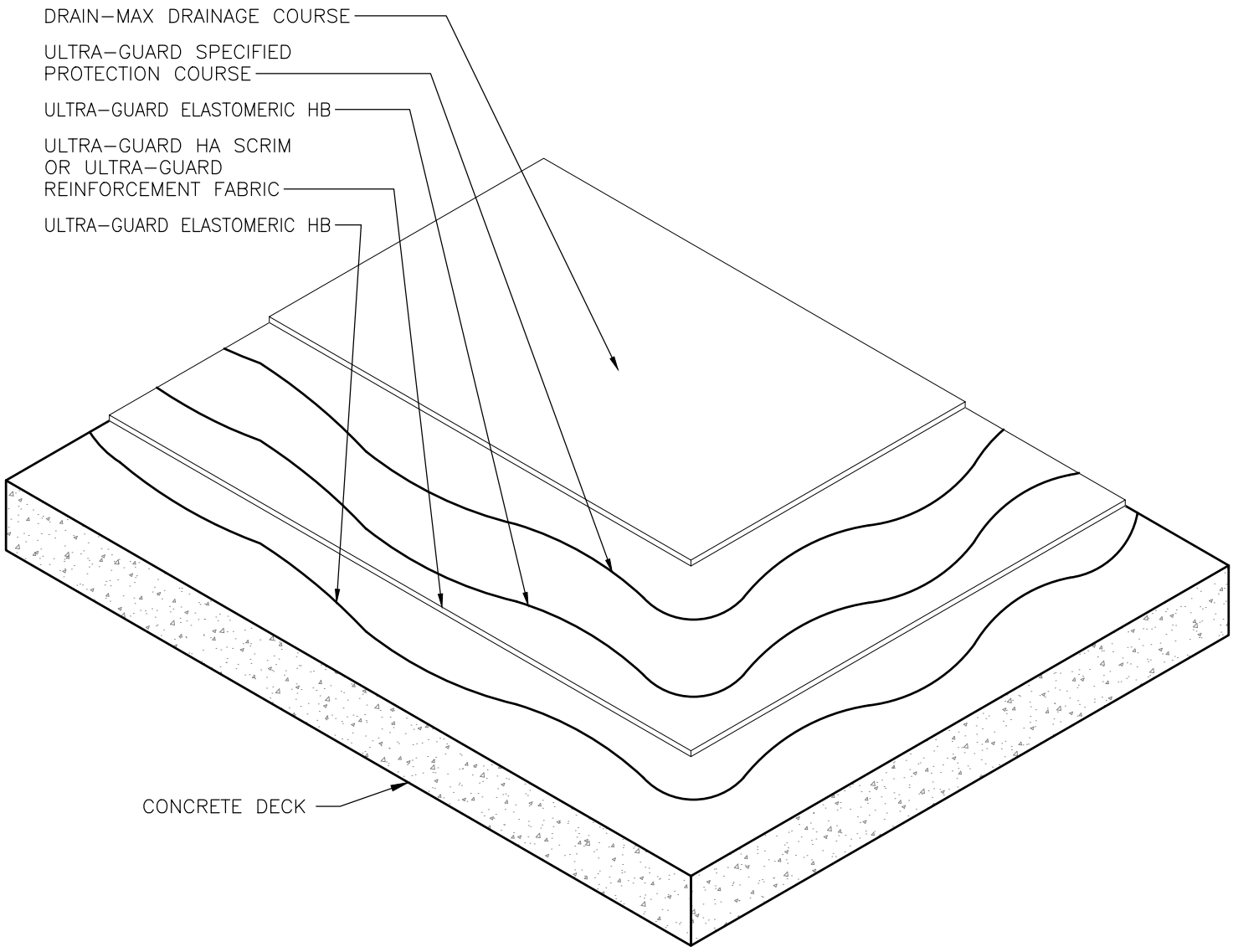

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD ELASTOMERIC HB

TYPICAL WATERPROOFING ASSEMBLY

GMX

DETAIL ID: HB-14a

REPRESENTATIVE:

DATE: SHT: OF

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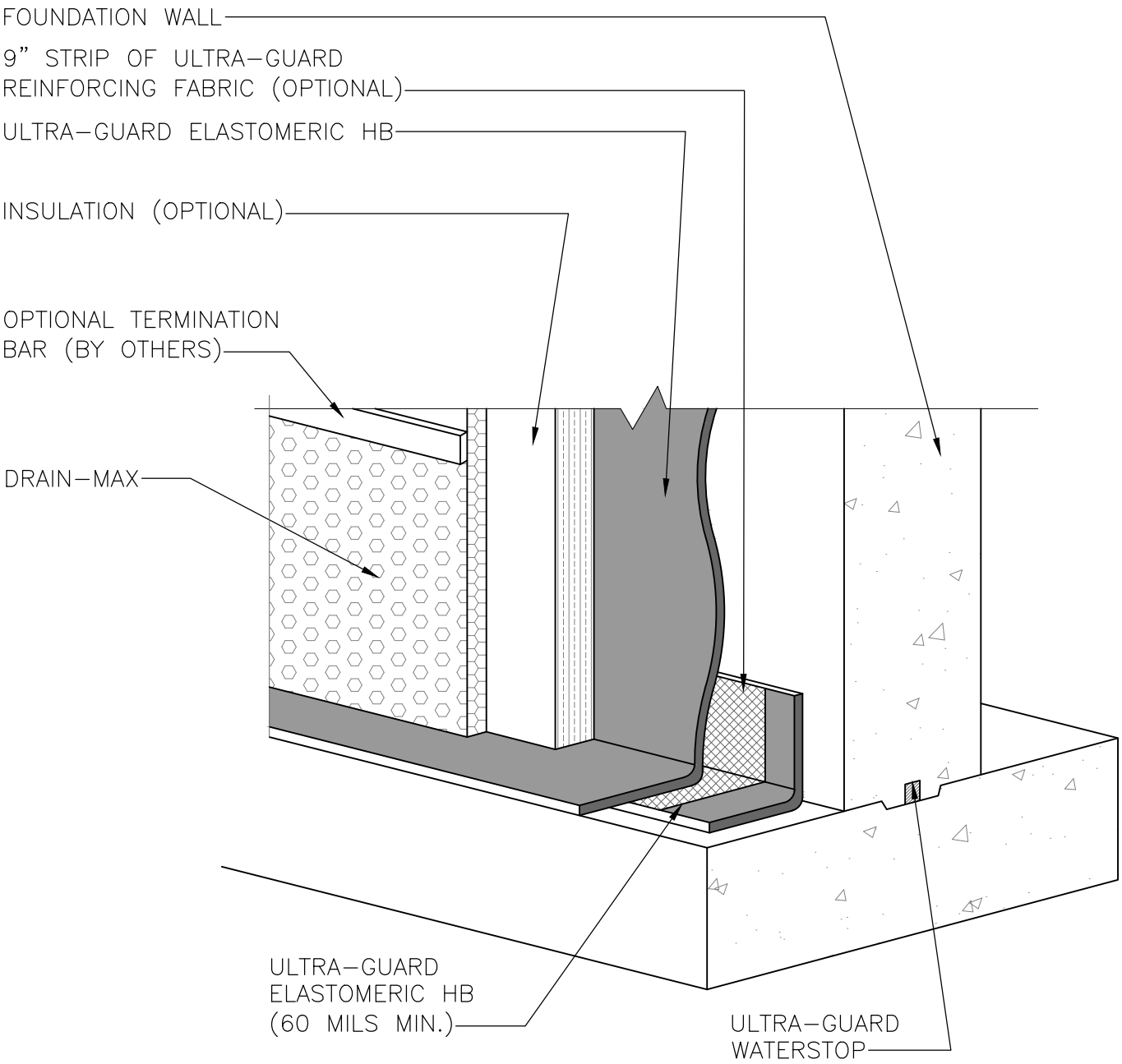
NOTE:

1. ALLOW THE ULTRA–GUARD ELASTOMERIC HB TO CURE FOR A MINIMUM OF 24 HOURS WHEN TEMPERATURES ARE CONSTANTLY ABOVE 40 DEGREES F.
2. DRAIN–MAX AND INSULATION MY BE ATTACHED WITH PINS OR APPROPRIATE CONSTRUCTION ADHESIVE



BELOW GRADE ASSEMBLY

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD ELASTOMERIC HB 60 MIL

BELOW GRADE VERTICAL ASSEMBLY

GMX

DETAIL ID:	HB-20a
REPRESENTATIVE:	
DATE:	SHT: OF

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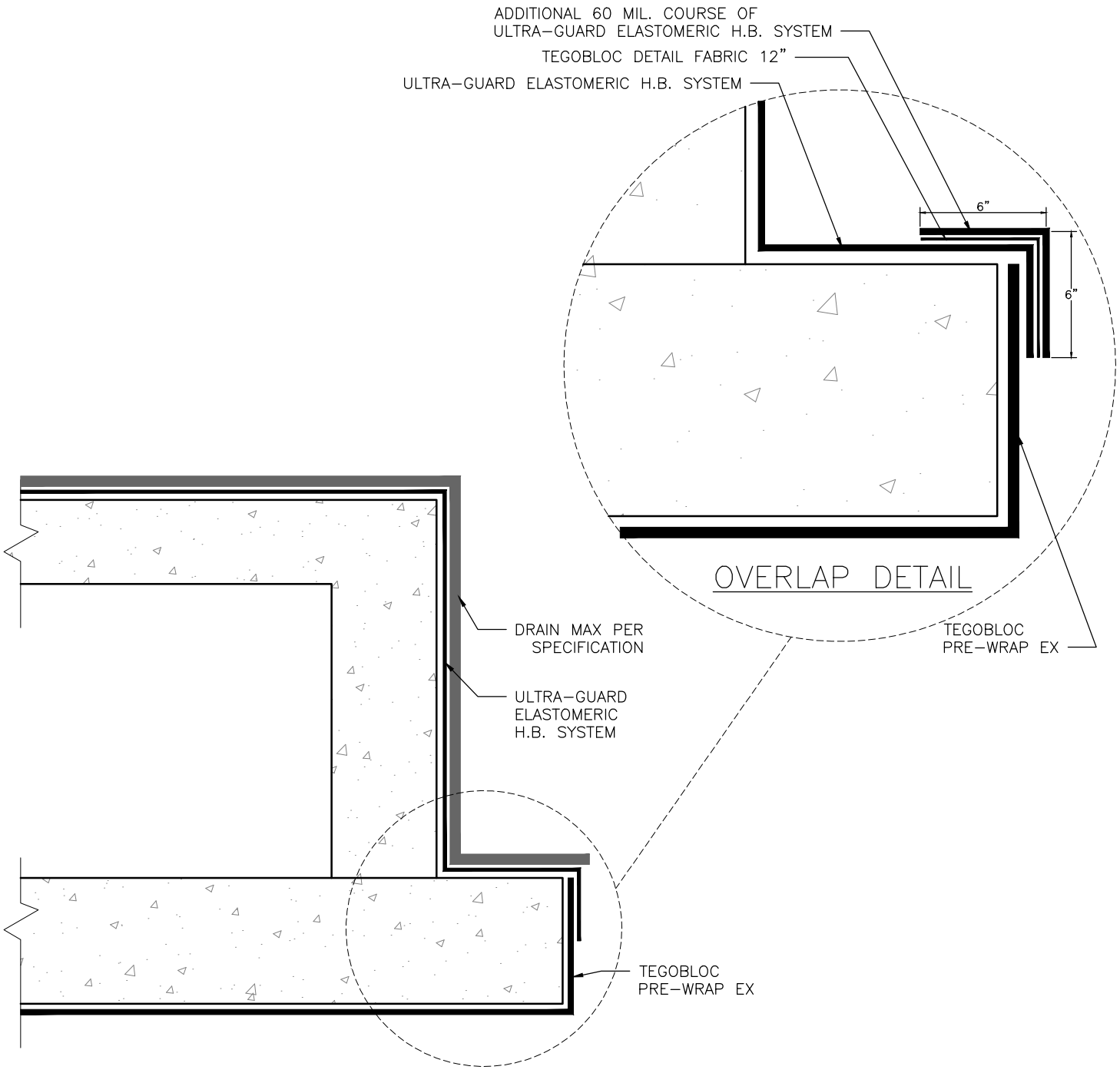
FILENAME: ULTRA-GUARD ELASTOMERIC HB TIE IN TO TEGOBLOC PRE-WRAP EX.dwg 6-4-24



ULTRA-GUARD ELASTOMERIC H.B.
TIE IN TO TEGOBLOC PRE-WRAP EX

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD

ULTRA-GUARD ELASTOMERIC H.B. TIE IN TO TEGOBLOC PRE-WRAP EX

GMX

DETAIL ID:	
REPRESENTATIVE:	
DATE:	SHT: OF

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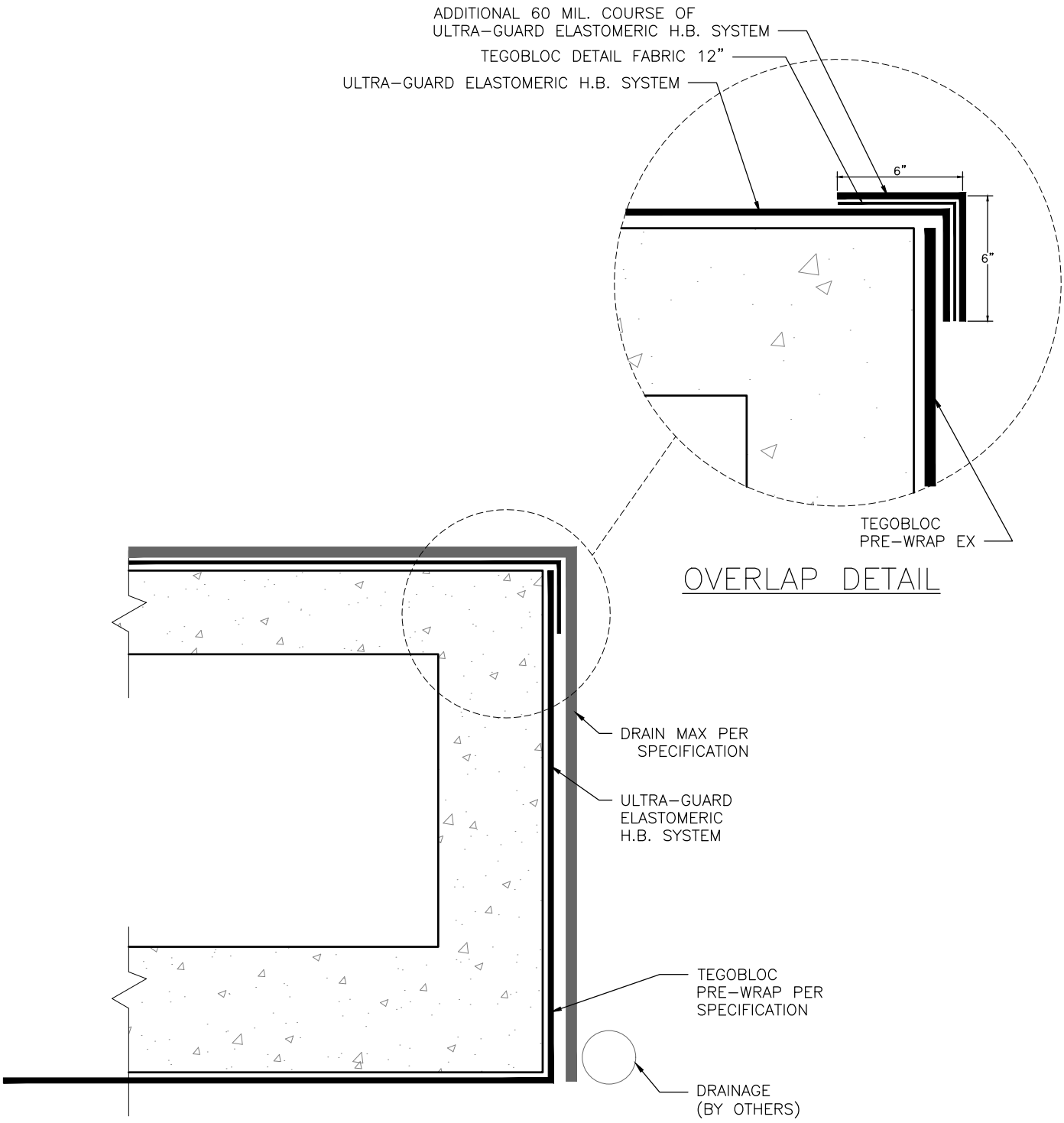
FILENAME: ULTRA-GUARD ELASTOMERIC HB TIE IN TO TEGOBLOC PRE-WRAP ON VERTICAL.dwg 6-4-24



ULTRA–GUARD ELASTOMERIC H.B. TIE IN TO TEGOBLOC PRE–WRAP ON VERTICAL

DRAWINGS ON 8½"x11 TITLE BLOCKS ARE NOT TO SCALE.

ULTRA-GUARD

ULTRA-GUARD ELASTOMERIC H.B. TIE IN TO TEGOBLOC PRE-WRAP ON VERTICAL

GMX

DETAIL ID:

REPRESENTATIVE:

DATE: SHT: OF

989

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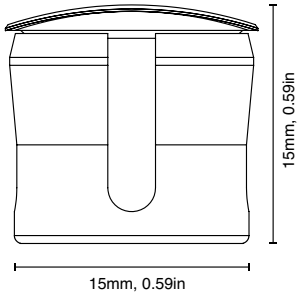
Wiring Installation Instructions

THETA750 SNAP





INSTRUCTIONS FOR USE

STEP 1: RUN THE CABLE

1. Run red and black wire along rail for designated circuit, as per wiring specifications.
   - ***Check*** that your cable matches or exceeds the cable specified.

2. Pull the wires out through the hole furthest from the cable entry point (this is the end of the circuit).

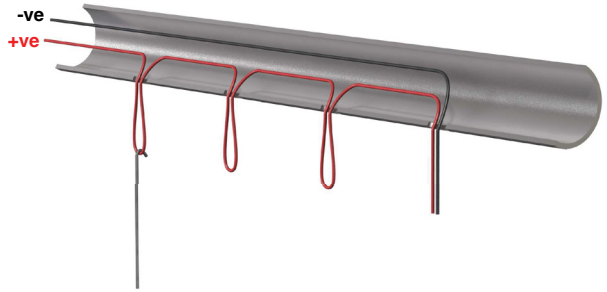


STEP 2: PULL RED WIRE LOOPS

1. At the next hole back from the end of circuit, pull the red wire 100mm out of the hole, using a wire hook.

2. Repeat this at every hole.
   - Extra red wire will be required.
   - Every hole will have a 100mm loop of red wire pulled through it.

Tip: Use a hook made from the stiff wire to pull the red loops through the holes.



STEP 3: CONNECT END PUCK

1. Connect the end puck using the TE Coolsplice connectors provided.
   - Red wire on puck connects to the red feed wire.
   - Black wire on puck connects to the black feed wire.

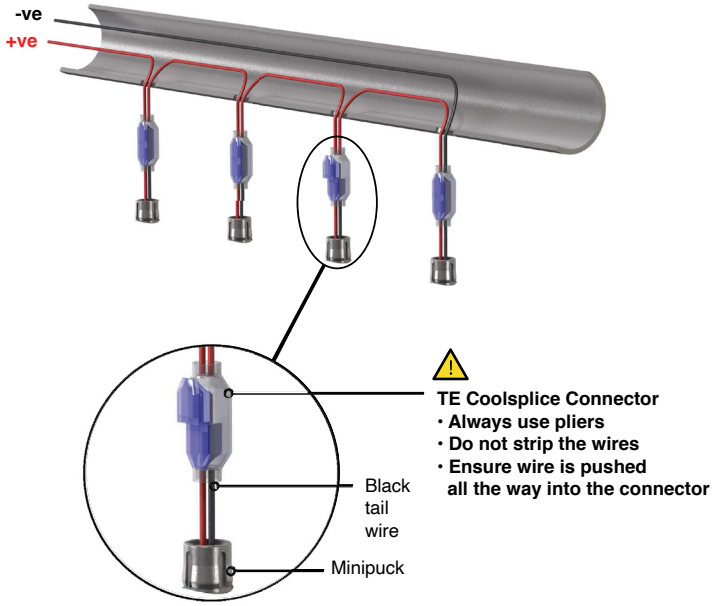
STEP 4: CONNECT REMAINING PUCKS

On the next hole back:

1. Cut red loop wire protruding from hole.
2. Connect black puck wire to red wire connected to the previous puck installed
   - ***Check*** that you have the right wire by pulling on the wire to trace the direction of the cable.

3. Connect red puck wire to red wire leading to the next hole where a puck is to be installed.

4. Repeat steps 1-3 for all remaining holes.

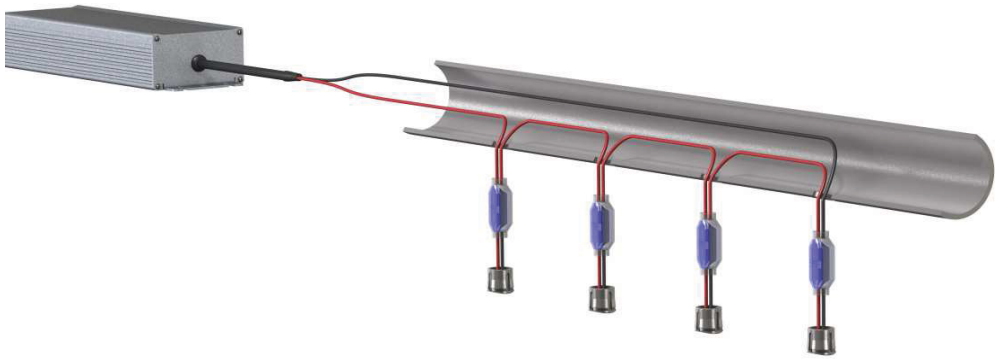


In a continuing effort to offer the best product possible we reserve the right to change, without notice, specifications or materials that in our opinion will not alter the function of the product.

Ledra Brands Inc.
www.LedraBrands.com
88 Maxwell
Irvine, CA 92618
F 714.259.9969
P 714.259.9959

STEP 5: TEMPORARILY CONNECT LED DRIVER

1. Connect the drivers positive output to the red puck wire.
2. Connect the drivers negative output to the black return wire from the end puck.

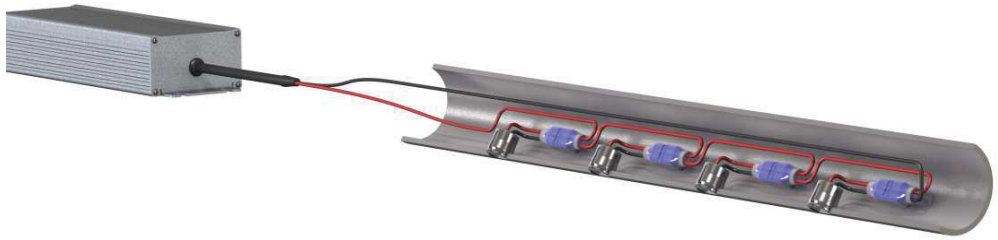


STEP 6: CONFIRM SYSTEM IS WORKING

1. Apply power to the driver.
2. Check that ***ALL*** pucks are illuminated.
   - ***Only*** run pucks long enough to confirm illumination.

STEP 7: INSERT PUCKS

1. Push the led puck into the tube.
2. Using the alignment tool, ensure the long reflector axis is parallel to the rail.



STEP 8: CONFIRM SYSTEM IS WORKING

1. Apply power to the driver.
2. Check that ***ALL*** pucks are illuminated.
   - With pucks installed into the handrail, the system is ready for extended operation.

In a continuing effort to offer the best product possible we reserve the right to change, without notice, specifications or materials that in our opinion will not alter the function of the product.

Ledra Brands Inc. 88 Maxwell F 714.259.9969
www.LedraBrands.com Irvine, CA 92618 P 714.259.9959

ALPHABET BROOK 991 LEDRA brands

BRAND: KUZCO

NOVATO
EB40936-UNV

BOLLARDS

PROJECT

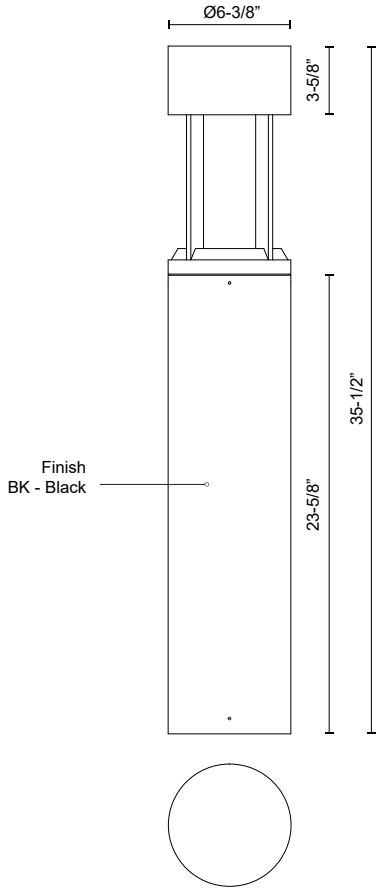




EB40936-BK-UNV
Black

DESCRIPTION

Architecturally designed high-power LED exterior bollard fixture. This die-cast aluminum cylinder with a powder-coated finish features a high top with a radiant downlight to illuminate walkways and paths effectively. IK10 Rated.



SPECIFICATION DETAILS

Fixture Dimensions	D6-3/8" x H35-1/2"
Light Source	LED with DC Driver
Wattage	24W
Total Lumens	2500lm
Delivered Lumens	1353lm
Voltage	120-277V
Color Temperature	3000K
CRI (Ra)	80CRI
Optional Color Temps	2700K - 5000K Available, Minimum Order Quantities Apply
LED Rated Life	50,000 hours
Dimming	100% - 10%, TRIAC or ELV Dimmer (Not Included)
Location	Wet
Illumination Direction	Down
Paint Finish	BK02

* For custom options, consult factory for details.
* For warranty information, please visit www.kuzcolighting.com/warranty

KUZCO

CANADA: 19054 28TH AVENUE - SURREY, BC V3Z 6M3
USA: 3035 E. LONE MOUNTAIN ROAD - LAS VEGAS, NV 89081

WWW.KUZCOLIGHTING.COM

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COMMENT

City of South Pasadena

Department of Public Works
1414 Mission Street, South Pasadena, CA 91030
626-403-7240

February 19, 2026

NOTICE TO PROPOSERS

ADDENDUM NO. 1 SPECIFICATION CHANGES
AND QUESTIONS & ANSWERS:

LIBRARY NORTHEAST RAMP PROJECT NO. 005149

This addendum changes and supersedes the language in the original Specifications. Please acknowledge receipt of this addendum by signing and submitting with your proposals. Any bidder who fails to submit this addendum may be disqualified.

Please note the following clarifications, additions, or changes:

1. SPECIFICATIONS:

PLANET BIDS

- **Receipt of Bids:** The bid duration has been updated. Bids will be accepted until 4:00 PM March 4, 2026.

QUESTIONS AND ANSWERS:

Question # 1:
After quickly reviewing the "specifications" file, I wasn't able to learn if this project will be prevailing wage or not or union/non-union labor. Please advise?

Answer:
The Notice Inviting Sealed Bids and Instructions to Bidders B1.06 state that this is a public works project and is subject to Labor Code § 1720. The Contractor is required to pay prevailing wage for all work performed under this Contract.

Question # 2:
For clarification. Bid due date in PlanetBids is February 24, 2026, whereas in the bid documents, it is on February 26, 2026. Can you confirm which date should we follow?

Answer:
The bid due date is being adjusted to Wednesday March 4, 2026 at 4:00 p.m.

Question # 3:
We would like to propose a bid extension for this project.

Answer:
The bid due date is being adjusted to Wednesday March 4, 2026 at 4:00 p.m.

Question # 4:
Can we use another manufacturer for LED lights than the one that is spec'd out?

Answer:
Alternative products would subject to approval by the designer of record. The lighting fixtures selected in the plans have been evaluated for compatibility with existing library electrical infrastructure, required photometrics, and integration with ADA compliant handrailing.

CONTACT: Before the Bid opening, prospective Bidders shall direct any communications regarding this Work to:

City of South Pasadena Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Attention: Michael Lau

E-mail: mlau@southpasadenaca.gov

Communications may be written or oral, but the City is not bound by any oral interpretation of the Contract Documents made by any City employee, nor does the City guarantee the accurate transcription of oral questions.

PREPARED BY: Michael Lau

ACKNOWLEDGED BY: _____
Company Name

_____ _____
Print Name Title

_____ _____
Signature Date

City Council Agenda Report

ITEM NO. 22

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Daniel Dunn, Fire Division Chief
Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION TO APPROVE AN INCREASE IN THE PURCHASE ORDER AMOUNT FROM $120,953.67 TO $131,962.24, FOR THE PURCHASE OF TWO FERNO POWER X2 POWERED GURNEYS, AND TWO FERNO POWER F2 FASTENING SYSTEMS FROM FERNO-WASHINGTON INC.**

Recommendation

It is recommended that the City Council approve an increase to the purchase order amount from $120,953.67 to $131,962.24 for the purchase of two Ferno Power X2 powered gurneys and two Ferno Power F2 fastening systems from Ferno-Washington Inc., fully funded through Measure B.

Executive Summary

Los Angeles County Measure B funding provides the City of South Pasadena Fire Department with an opportunity to enhance emergency medical service capabilities through the acquisition of modern equipment. The City Council previously approved the purchase of two powered gurney systems to improve patient handling and reduce the risk of firefighter injuries.

Following the award of Measure B funds, staff revisited the procurement process and obtained an updated vendor quote due to expiration of the original pricing. The revised cost reflects current market conditions and includes necessary installation services.

City Council approval is required to increase the previously authorized purchase order to align with the updated quote. This action ensures the City can fully utilize available grant funding to improve operational readiness, enhance patient care, and reduce workplace injury risk, without impact to the General Fund.

Background

Staff has identified the need to replace aging, manually operated gurney systems to improve firefighter safety and patient care outcomes. In Calendar Year 2024, approximately 75 percent of department injuries were attributed to lifting and back strain during emergency medical service (EMS) incidents, primarily associated with repetitive patient handling using traditional gurneys.

To address this issue, as part of the Fiscal Year 2025–2026 Adopted Budget, the City Council approved a one-time General Fund enhancement of approximately $121,000 for the purchase

of powered gurney systems.

On December 17, 2025, the City Council approved the purchase of two Ferno Power X2 powered gurneys and two Ferno Power F2 fastening systems in an amount not to exceed $120,953.67.

Subsequently, on January 21, 2026, the City Council adopted Resolution No. 7969 accepting Los Angeles County Measure B funding, which included funding allocation for the gurney purchase.

Following the award of Measure B funds, the original vendor quote expired and was updated to reflect current pricing and revised project scope. The updated quote increased the total cost to $131,962.24 and removed the previously included trade-in of one existing gurney, which will now be retained for future departmental use.

Analysis

The purpose of this item is to approve an increase to the previously authorized purchase order for powered gurney systems to reflect updated vendor pricing and ensure full project implementation utilizing Measure B funding.

Following the City Council's original approval in December 2025, staff proceeded with procurement activities to acquire the Ferno Power X2 gurney systems. Concurrently, the City secured Measure B funding to support the purchase of EMS equipment. After funding approval, staff re-engaged with the vendor to finalize procurement; however, the original quote had expired, requiring issuance of an updated quote reflecting current pricing and scope adjustments.

The updated quote includes equipment and installation services and removes the previously planned trade-in of one existing gurney. Staff evaluated the revised proposal to ensure compatibility with operational needs, compliance with manufacturer requirements, and alignment with available grant funding.

The revised cost increase from $120,953.67 to $131,962.24 reflects market adjustments and the inclusion of installation services necessary to maintain manufacturer warranty standards and ensure proper system functionality.

Although the updated quote eliminates the trade-in credit, retaining the existing gurney provides operational value for future deployment or backup use. Additionally, the total project cost remains within the Measure B funding allocation, which was specifically designated to support EMS equipment improvements.

The acquisition of powered gurney systems continues to address a significant operational and safety concern. EMS personnel perform frequent patient handling under high-stress conditions, and the use of powered systems substantially reduces the physical strain associated with lifting and loading patients. This directly contributes to reducing workplace injuries, improving employee safety, and enhancing patient care capabilities.

For these reasons, staff recommends that the City Council approve the increase to the purchase order amount to $131,962.24 to complete the acquisition of the powered gurney systems using Measure B funding.

Fiscal Impact
There is no net fiscal impact to the City associated with this action.

The total cost of the purchase is $131,962.24, which is fully funded through Los Angeles County Measure B funds and included within the approved funding allocation for EMS equipment.

Funding for this purchase is available in the Measure B account (244-5010-0001-8520-000), and no General Fund contribution is required. The updated cost reflects an increase from the previously approved amount due to an updated vendor quote.

Attachment:
Attachment No. 1 - Ferno Staff Report
Attachment No. 2 - Resolution No. 7679- Measure B
Attachment No. 3 - Quote 4226 South Pasadena Fire Power X2 Power F2 2

City Council Agenda Report

Attachment 1

DATE: December 17, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Daniel Dunn, Division Chief
Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION TO APPROVE THE PURCHASE OF TWO FERNO POWER X2 ELECTRONIC GURNEYS AND TWO FERNO POWER F2 FASTENING SYSTEMS FROM FERNO-WASHINGTON INC. IN THE AMOUNT NOT TO EXCEED $120,953.67**

Recommendation

It is recommended that the City Council:

1. Approve the purchase of two Ferno Power X2 Electronic Gurneys and Ferno Power F2 Powered Fastening Systems from Ferno-Washington Inc. in the amount not to exceed $120,953.67; and
2. Authorize the City Manager, or designee, to execute a Purchase Order and all related documents.

Executive Summary

The South Pasadena Fire Department has been delivering paramedic ambulance services to the South Pasadena community since 1975, providing high-quality pre-hospital care for medical and trauma-related emergencies. A critical component of providing this service is ensuring the Department's ability to efficiently load and transport patients, while safeguarding the health and safety of its personnel. Unlike existing manual gurneys with no mechanical lifting features, purchasing a powered gurney system will enable Fire personnel to easily maneuver and transport patients of various sizes and conditions, thereby making emergency situations more adaptable and further supporting a safe working environment.

After careful evaluation, it is recommended that a fully powered gurney with a fully powered loading system is the best option to replace the Department's current manually operated traditional gurneys. The Ferno Power X2 ambulance cot and Power F2 Powered Fastening System mechanically lift and secure the gurney into the ambulance, significantly decreasing physical strain on personnel. This type of gurney system can also support patients weighing up to 700 pounds. Overall, this would enhance safety, reduce injury risk, and improve operational efficiency.

Background

In Calendar Year 2024, approximately 75% of the South Pasadena Fire Department's injuries were attributed to lifting and back strain during EMS incidents. These injuries are typically caused by repetitive lifting, twisting, and loading motions rather than a single lift, especially

when using traditional gurneys.

Consequently, as part of the fiscal year 2025-2026 Adopted Budget, City Council approved a one-time General Fund enhancement of $121,000 to fund the purchase of automated gurney systems.

Analysis

The South Pasadena Fire Department responds to approximately 2,100 emergency medical service ("EMS") incidents per year. Despite all personnel being trained in proper body mechanics for lifting patients, the repetitive nature of patient handling in a highly critical environment poses a significant risk of injury. A primary challenge in EMS operations is the physical strain associated with loading and unloading patients from an ambulance.

The Department's existing gurneys are manually manipulated by Fire personnel and provide no mechanical advantage when lifting patients. According to the recent 2024 publication from The Royal Society for Public Health Journal, more than half of EMS-related injuries are musculoskeletal, with back injuries accounting for nearly 25% of all EMS-related injuries. Alternatively, unlike a conventional gurney, a powered or electric gurney system can reduce cot-related injuries by eliminating the need to lift patients in and out of the ambulance.

Upgrading the existing fleet of traditional, manually operated gurneys is included as an enhancement in the FY 2025-2026 Adopted Budget and directly addresses the department's ongoing commitment to personnel safety, operational efficiency, and superior patient care by leveraging modern, automated technology to minimize injury risk and enhance transport stability.

Procurement Process

Subsequent to budget adoption, staff initiated the process to identify and procure a replacement for the current gurney systems, which require significant manual effort and present an elevated risk of musculoskeletal injuries to personnel. The initial steps involved an exhaustive market analysis of powered patient transport equipment available to emergency medical services (EMS) providers. To ensure fiscal responsibility without compromising patient safety or quality of equipment, the department solicited three separate quotes from industry-leading vendors. The analysis focused on equipment that offered advanced automation, enhanced safety features, and long-term durability.

The evaluation of the three vendor quotes conclusively demonstrated that the Ferno Power X2 Electronic Gurney and the Ferno Power F2 Powered Fastening System offer the optimal balance of quality, safety features, and long-term cost-effectiveness.

Recommended Vendor

The Ferno Power X2 gurney operates automatically via a push-button hydraulic assembly with load-sensing capabilities, virtually eliminating the need for manual lifting and significantly reducing the risk of musculoskeletal injuries to Fire personnel. Its integrated lights and reflectors further enhance safety in low-light environments. The Ferno Power F2 Powered Fastening System automates loading and unloading, improving safety for both patients and operators while mitigating the risk of patient falls. This system also meets dynamic crash test standards, maximizing occupant safety during transport. The Ferno quote was ultimately selected not only for the superior product features but also for the most fiscally responsible proposal, which includes a $13,000 trade-in credit for the existing traditional gurneys.

Furthermore, the seamless integration and confirmed compatibility of the Power X2 gurney with the Power F2 Fastening System were decisive factors, ensuring an efficient, streamlined process that upholds the highest standards of patient safety during ambulance loading while reducing physical strain on Fire personnel.

For these reasons, based on the superior safety features, reduced injury risk for staff, and the most financially advantageous quote, staff recommends the purchase of two (2) Ferno Power X2 Electronic Gurneys and two Ferno Power F2 Powered Fastening Systems, utilizing the $13,000 trade-in credit for the existing equipment.

Fiscal Impact

Funding for this purchase is included in the Fiscal Year 2025-2026 Adopted Budget as a one-time enhancement of $121,000 in the General Fund (101-5010-5011-8520).

On December 9, 2025 staff was informed that the City was awarded Los Angeles County Measure B funds in the amount of $197,396 for the purchase of the gurneys and one cardiac monitor. As a result, the full cost of the equipment will be reimbursed through Measure B funding which will be available in early 2026. The previously approved enhancement will be recommended for reallocation during the mid-year budget.

Key Performance Indicators and Strategic Plan

The purpose of this acquisition is to enhance employee safety, prevent injury, and reduce the City's liability associated with workplace incidents.

Attachment:

Attachment No. 1 - Updated South Pasadena Fire
Power Attachment No. 2 - Power System Quote
Attachment No. 3 - Life Assist Quote

City Council Agenda Report

Attachment 2

DATE: January 21, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7969 TO ACCEPT LOS ANGELES COUNTY HEALTH SERVICES MEASURE B FUNDING IN THE AMOUNT UP TO $197,396**

Recommendation

It is recommended that the City Council adopt Resolution No. 7969 accepting the Los Angeles County Health Services Measure B funding in the total amount of $197,396 awarded to the City of South Pasadena.

Executive Summary

Los Angeles County has approved Measure B funding for the City of South Pasadena Fire Department in the amount of $197,396 to support critical EMS equipment purchases. The award will fund one cardiac monitor ($65,118) and two power cots with loading systems ($132,278). These purchases will strengthen patient assessment and treatment capabilities, improve operational readiness, and reduce responder injury risk associated with manual patient lifting.

The power cots were originally included as a General Fund enhancement for the Fire Department. With the successful grant application, the purchase will now be funded through Measure B, staff recommends reallocating the one-time enhancement of $121,000 to fund the critical bathroom renovation at the Fire Department Facility.

Background

Los Angeles County Health Services Measure B is a countywide special tax dedicated to supporting trauma and emergency medical services (EMS) capabilities and related preparedness. The County periodically makes Measure B funding available to local jurisdictions for eligible, one-time EMS and trauma-related needs, including equipment that improves patient outcomes and responder safety.

The City submitted a funding request for EMS equipment replacement/modernization, and the County approved the City's request in the amount of $197,396 to fund the purchase of critical life saving equipment**.**

Analysis

It is important to replace EMS equipment periodically to ensure reliability, safety, and clinical effectiveness, as medical devices experience wear, technological obsolescence, and evolving regulatory or clinical standards. Aging equipment is more prone to failure, may not meet

current patient care protocols, and can increase risk to patients and responders during critical, time-sensitive emergencies.

Pursuing grant funding when possible is equally important because EMS equipment is often high-cost and capital-intensive, and grants help offset the financial burden on local budgets while accelerating access to modern, lifesaving technology. Leveraging external funding allows agencies to maintain high service levels, improve outcomes, and remain fiscally responsible by preserving local resources for ongoing operations and staffing.

To that end, Fire Department staff pursued alternate funding sources for a number of critical EMS equipment.

Cardiac Monitor ($65,118)

The Fire Department's cardiac monitoring and defibrillation equipment is a mission-critical component of advanced life support (ALS) operations. Purchasing a new cardiac monitor will support reliable patient monitoring and ALS functions consistent with field requirements and County EMS protocols, replacing a unit that is over 15 years old.

Power Cots and Loading Systems (2 units; $132,278)

Power cots and powered loading systems reduce the need for manual lifting, improving employee safety by decreasing the risk of lifting-related injuries and enhancing safe loading/unloading operations. This aligns with the City's ongoing commitment to workplace health and safety.

Fiscal Impact

There is no net fiscal impact to the City associated with the approved Measure B-funded purchases. The City may initially pay vendor invoices through standard purchasing processes and will then seek reimbursement through Los Angeles County Health Services Measure B based on eligible purchases made.

Attachment:

Attachment No. 1 - Resolution No. 7969 - Measure B

Attachment No. 2 - MBAB Funding Proposal Form 2025

FERNO

877.733.0911
www.Ferno.com

Attachment 3

Quote Prepared For Our Valued Customer:

South Pasadena Fire Department

Account ID:

Quote #: 30740

Customer Contact:	Billing Address:	Shipping Address:
Dan Dunn ddunn@southpasadenaca.gov	South Pasadena Fire Department 817 Mound Ave South Pasadena, CA 91030	South Pasadena Fire Department 817 Mound Ave South Pasadena, CA 91030

Valid Until: Apr 30, 2026

Strategic Acct Manager:

Your Sales Representative is:
Dominic Frasch
d.frasch@ferno.com
661.337.8721

Your Customer Service Contact is:
Lora Eldridge
l.eldridge@ferno.com
(877) 733-0911

Item #	Product	Qty	Total Price
0015816	POWER X2 Standard Features: - Fold Forward Arms - Leg Rest Shock Frame - Bolster Mattress - Color Coded Restraints - Equipment Hook - Foot End Wheel Locks - Foot End Push Pull Handle - Scene Lights - Antler Rail Comp - Status Display with Cycle Counter - 36v Lithium Battery	2	$ 43,142.40
1406200	OPTION, SAE, WITH ICS	2	$ 3,389.60
1406210	OPTION, SURFACE EXTENDER	2	$ 4,636.00
1406214	PX2 - OPTION, DIRECTIONAL WHEEL LOCK	2	$ 1,846.80
1406219	OPTION, KNEE GATCH LEGREST	2	$ 1,649.20
1406205	OPTION, LOAD FRAME O2	2	$ 487.92
0822541	STO-NET, LOAD FRAME POWER X2	2	$ 243.20
1406239	OPTION IV POLE L, POWER X2	2	$ 1,301.12
0822484	ENDURACHARGE BATTERY LI-ION KIT, BATTERY DISCHARGE/CHARGE	2	$ 1,427.20
0822545	KIT, PX2 PUSH/PULL HANDLE	2	$ 676.40
0567091	POWER F2 W PWD Loading System with PowerDrive and ICS	2	$ 63,665.00
0567082	ICS DC NO CHARGER ICS DC NO CHARGER	2	$ 208.00
0990117	TRADE IN PRODUCT Qty (2) Pro28Z Gurneys SN: 21F007303 & 21F007304	1	$ -2,500.00
0990117	TRADE IN PRODUCT Qty (2) InLine fasteners: 41639 & 41640	1	$ -750.00

Item #	Product	Qty	Total Price
0990053	MISC, ITEMS Ferno to cover installation of both Power F2 units into existing rescues @ South Pasadena.	2	$ 0.00

Hard Copy PO Required? ☐ Yes ☐ No

Approval:_____ _____
Printed Name Signature

Credit Card:_____ Secure Code:_____ Exp:_____

Subtotal: $ 119,422.84
Sales Tax: $ 12,539.40
Shipping: $ 0.00
Your Price: $ 131,962.24

Comments: *INSTALL NOT INCLUDED AND TO BE DONE BY AUTHORIZED PROVIDER

Order subject to credit approval by Ferno. If not quoted, shipping and any applicable sales tax will be added to invoice. Credit cannot be allowed on returns of special or modifie items. Prices and specifications are subject to change without notice.

70 Weil Way / Wilmington, Ohio 45177 / info@ferno.com / 888.388.1349 FAX



FERNO and US Bank is pleased to provide the following financing options on your consideration.We offer a wide range of financing solutions that can be designed to meet your specific needs. The financing options shown below are based on the equipment selected for your specific requirements.

Account Name: South Pasadena Fire Department	Finance Quote Date: Mar 23, 2026 05:26 PM
Ferno Sales Contact: Dominic Frasch	Quote Expiration Date: Apr 30, 2026
Total Finance Amount: 119,422.84	Ferno Quote Number: 30740

***For Operating Leases, or any finance related questions, please contact Beth Pokorny at 507.828.2684 or at beth.pokorny@usbank.com**

Capital Lease Quote ($1.00 purchase at end of term)*

Please circle the finance option that best meets your needs.

No payments for 30 days, followed by 36 months @ $3,648.37, plus applicable tax.
No payments for 30 days, followed by 60 months @ $2,325.16, plus applicable tax.

Finance Terms

Payment Indexing: Rates & Payments are subject to change based in the SOFR SWAP rate as published on Bloomberg. The quoted payment may be adjusted based on increases in the SOFR SWAP Rate.

Advance Payment: Unless otherwise indicated, quotes are based on zero down and zero payments in advance.

End of Term: Customer owns the equipment for $1.00

Applicable Taxes: Proposal is net of anyapplicable sales & use taxes. Customer is responsible for payment on all applicable taxes.

Order subject to credit approval by Ferno. If not quoted, shipping and any applicable sales tax will be added to invoice. Credit cannot be allowed on returns of special or modified items. Prices and specifications are subject to change without notice.

70 Weil Way / Wilmington, Ohio 45177 / info@ferno.com / 888.388.1349 FAX

City Council Agenda Report

ITEM NO. 23

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Matthew Patsel, Library Director

SUBJECT: **CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH CITIGUARD INC. FOR SECURITY GUARD SERVICES AT THE LIBRARY ($362,500) AND FOR PATROL SERVICES AT CITY-OWNED VACANT RESIDENTIAL PROPERTIES ($40,000), FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $402,500**

Recommendation

Staff recommends that the City Council authorize the City Manager to execute a five-year Agreement with Citiguard Inc. for security guard services at the Library in an amount of $362,500, and to authorize an additional $40,000 for patrol services at multiple vacant City-owned residential properties within the city, for a total contract amount not to exceed $402,500 and in the final form approved by the City Attorney.

Executive Summary

The City Council is requested to approve an Agreement with Citiguard, Inc., to provide concierge security guard services at the Library. A competitive bidding process seeking a vendor to provide these services resulted in two proposals from well-established vendors. After a review, staff are recommending Citiguard, Inc., based on the company's extensive experience, specific qualifications to meet our Scope of Work, and references from a local library and a school district who utilize their services.

Additionally, the proposed Agreement includes a not-to-exceed amount of $40,000 for patrol services at 11 vacant City-owned residential properties to address a short-term operational need during a period of City ownership of the properties.

Background

The City first entered into an Agreement for concierge security guard services at the Library in October 2024, when 40 hours per week of concierge security services were shifted from City Hall to the Library, since the need for assistance with security and customer behavior management was deemed to be greater. The Library's Fiscal Year 2025-2026 budget request included an increase that would cover an additional 18 hours per week of security guard services to provide coverage during all open hours, and the Library's Fiscal Year 2026-2027 request will cover funding for the same amount of coverage. The City seeks to enter into a new agreement with Citiguard, Inc. to provide these services, as the previous agreement and extensions with the company previously used has expired.

Separately, in September 2024, the City acquired five unoccupied residential properties from Caltrans and sold them in December 2024. During the period of City ownership, the City utilized patrol services to monitor the properties, deter unlawful activity, and maintain site security throughout the sales process. In July 2025, the City Council authorized purchase and sale agreements with Caltrans for 12 additional unoccupied residential properties, including one vacant parcel. The agreements were executed in November 2025. In March 2026, the City Council adopted Resolution No. 7985 to accept the 12 properties, and the California Transportation Commission authorized Caltrans to convey the properties to the City. Escrow is anticipated to close in April 2026.

Analysis

Library Security Services

The presence of a concierge security guard at the Library over the past 17 months has had a significant positive impact that is evident both quantitatively and qualitatively. The guard serves as a deterrent to disallowed behavior and fewer incidents take place when the guard is on duty. An analysis of the number of documented library incidents showed a 35% decrease after guard services began at the South Pasadena Library. While staff are still logging and tracking incidents and involved in any seriously disruptive incidents, the guard relieves staff of a substantial part of the burden of patrolling the facility to look for and stop low level disruptive behaviors which enables staff to focus on providing core services to the hundreds of daily library users that comply with rules, rather than having to focus a disproportionate amount of time on the small percentage of users that cannot or will not follow rules. Having a security guard onsite has improved the well- being and morale of staff and has made the Library feel like a safer and more welcoming public space.

The concierge security service is part of a multi-pronged approach to addressing security and safety at the Library. Other efforts include the implementation of Savannah, an incident tracking and management software designed specifically for libraries, and facility improvements like the recently installed fencing and gates on the east and west balconies, and the project to install an electronic key card access system and security cameras, which is currently in progress.

On February 12, 2026, Requests for Proposals were sent to the current vendor for the Library, California Metro Patrol, and two new vendors, Allied Nationwide Security, Inc. and Citiguard, Inc., for guard services from companies who could fulfill the Library's Scope of Work, are well established with a record of serving similar institutions such as other libraries and schools, and have competitive rates. Two proposals, from California Metro Patrol and Citiguard, Inc., were received by the listed Request for Proposal end date of February 17, 2026.

After review, based on their extensive experience working in similar settings with similar clientele, including the Arcadia Library and Pasadena Unified School District, both of whom provided recommendation letters, specific qualifications to meet the Library's Scope of Work, and listed hourly rates, Citiguard, Inc. is the company deemed best to provide the needed services at a competitive price.

Vacant Residential Properties

The proposed addition of patrol services for City-owned unoccupied residential properties reflects a time-limited operational need associated with the City’s purchase of surplus properties from Caltrans. During the period of City ownership, these properties may be vulnerable to trespassing, vandalism, burglary, unauthorized occupancy, and related public

safety and liability concerns.

Based on prior experience in 2024, staff anticipates an ownership period of approximately 3-4 months; accordingly, the patrol services would be temporary and discontinued upon sale of the properties. Services would include regular patrols (anticipated at least once daily, subject to adjustment), property inspections, and response as needed, reducing reliance on Police Department resources for monitoring of these sites. Security services are not required for the vacant parcel; therefore, services would be limited to 11 residential properties.

Including this scope within the Library security agreement provides administrative efficiency by avoiding the need for a separate procurement on an expedited timeline prior to escrow closing. The $40,000 not-to-exceed amount reflects anticipated patrol needs over the expected ownership period and allows flexibility to adjust service levels based on conditions.

Fiscal Impact
There is sufficient funding in the FY 2025-26 Adopted Budget to provide funding for security guard services at the Library (Account No. 101-8010-8011-8180). Continued funding in the amount of $362,500, which will provide 58 hours per week of service, for 50 weeks per year (taking into account holiday closures), for five years will be included in the Proposed Budget. The hourly rate is $25.00. No supplemental appropriation is required.

Funding for patrol services at City-owned unoccupied residential properties will come from the Housing Authority Fund 228 (Account No. 228-7200-7220-8180-000, Contract Services), in an amount not to exceed $40,000. The hourly rate is $33.00. Based on the anticipated 3 to 4 months ownership period, costs are expected to remain within the approved contract amount. No supplemental appropriation is required. These expenditures are temporary and will cease upon sale of the properties.

Attachment:
Attachment No. 1 - 2026 04 15 PSA City of South Pasadena Citiguard V01

PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

City of South Pasadena /Citiguard, Inc.

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into as of April 15, 2026, by and between the City of South Pasadena, a California municipal corporation ("City"), and Citiguard, Inc.("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Security at the City Library and various City-owned vacant properties.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": Exhibits A and B.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Matthew Patsel, Library Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibits A and B, and incorporated herein by this reference.

This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is: (i) Three Hundred and Sixty-Two Thousand and Five Hundred Dollars ($362,500) for the Scope of Services under Exhibit A; and (ii) Forty Thousand Dollars ($40,000) for the Scope of Services under Exhibit B.

3.5. "Commencement Date" April 15, 2026

3.6. "Termination Date": April 30, 2029

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below. The term of this Agreement will be three (3) years beginning on April 15, 2026. The Agreement may be extended for two (2) additional one (1) year terms upon mutual written agreement of both parties.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditure required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement,

including all Cal/OSHA requirements, the conflict-of-interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Citiguard, Inc. shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or

as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibits A and B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibits A and B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, tis elected officials, officers, employees, and agents free and harmless form any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Security Services
- Documentation of Best's rating is acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence,

$2,000,000 aggregate

- General Liability:
  - General Aggregate: $2,000,000
  - Products Comp/Op Aggregate $2,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and trucks.

12.7. P**rofessional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of

the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project, and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired insurance policies have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverage. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Office of the City Clerk, South Pasadena, CA 91030.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage

prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Todd Hileman, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Phone: 626 403-7212
cmoffice@southpasadenaca.gov

If to Consultant:

Steven Barragan, Security Consultant
Citiguard, Inc.
22736 Vanowen St., Ste 300
West Hills, CA 91307
Phone: 714-277-6767
steven@citiguardinc.com

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 S. Grand Ave, 37th Floor
Los Angeles, CA 90071
Phone: 213-626-8484
Fax: 213-626-0078

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall

Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant 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 Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

City of South Pasadena	Citiguard, Inc.
By:_____	By:_____
Todd Hileman	Aurora Olmos-Gallo
City Manager	Contracts Manager

Attest:

By:_____
Nikima S. Newsome
Chief City Clerk

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

EXHIBIT A

SCOPE OF SERVICES FOR LIBRARY AND COMPENSATION

I. GENERAL INFORMATION

The City of South Pasadena is seeking a three-year security guard contract to provide services at the South Pasadena Public Library, with optional two-year extension. This contract shall follow the Scope of Work detailed in this document.

II. REQUIREMENTS

a. Unarmed
b. Uniform: not militaristic (e.g., no bulletproof vests, handcuffs/zip-ties, or body-worn cameras) or easy to confuse with law enforcement (it is understood that by law there are badges/patches that have to be worn).
c. Company to communicate changes to guard personnel and schedules to library administration/staff in advance when possible and in real-time if necessary.

III. GUARD DUTIES SPECIFIC TO LIBRARIES

a. Regularly patrol and monitor South Pasadena Library grounds including inside the library, restroom checks, and areas immediately adjacent to the building (entryway, library balconies, loading dock/staff entrance).
b. Respond to and/or enforce the rules outlined in the Patron Code of Conduct.
c. Maintain a professional relationship with the public and library staff and address individuals that are behaving inappropriately or violating Patron Code of Conduct in a calm and respectful manner. Have knowledge/skills to de-escalate situations whenever possible.
d. Be a welcoming presence to customers by greeting them and answering directional questions; maintain appropriate professional boundaries at all times with customers and library staff members.
e. Assist with opening and closing procedures as directed by library staff.
f. Comply with any other rules as directed by in-charge staff members.

g. Report vandalism, damaged property, incidents involving crime or potential crime, suspicious persons and other related activities to in-charge staff members and/or law enforcement.
h. Escort any individual from the premises upon the direction of library staff.
i. Follow library operational procedures, such as signing in/out, reading memos about incidents, documenting helpful observations and contributing first-hand information about incidents for the library's incident tracking/reporting system.
j. Communicate regularly and clearly with library staff about observations, safety concerns, and when going on scheduled breaks.

IV. SCHEDULES

7 days/week for 58 hours – excluding City/Library holidays or when the Library is closed to the public:
Monday 10:00 a.m. to 6:00 p.m.
Tuesday 10 :00 a.m. to 8:00 p.m.
Wednesday 10:00 a.m. to 8:00 p.m.
Thursday 10:00 a.m. to 8:00 p.m.
Friday 10:00 a.m. to 6:00 p.m.
Saturday 10:00 a.m. to 6:00 p.m.
Sunday 1:00 p.m. to 5:00 p.m.

The schedule of holidays and closures to be provided to the contractor by the library in advance. The City/Library may at any time request changes to the schedule, including reducing or increasing the total number of hours per week.

a. Contractor will inform the library if a guard is unable to fulfill their shift.
b. Contractor will make a reasonable effort to provide a replacement guard.
c. Guards are allowed to leave the premises during unpaid meal breaks.
d. Guards must remain on premises during paid 10-minute breaks.

V. SOUTH PASADENA PUBLIC LIBRARY CODE OF CONDUCT

The users of the South Pasadena Public Library have the right to expect the facility to be a clean, safe, and accommodating place for reading, writing, doing homework or research, drawing, browsing for Library materials; quietly conferring with others, including Library staff; and attending programs and meetings. Visitors are urged to report disruptive behavior so that appropriate steps can be taken. The Library thanks its valued visitors for their cooperation.

Respect Toward the Library, Its Staff, and Other Patrons is required at all times. Everyone has a right to quality library services and an atmosphere that is safe and free of disturbances from others. These position policies include:

• Shoes and shirts must be worn in order to protect health and safety.
• Please, no loud talking or shouting.
• Eating, drinking, and chewing gum are not allowed in the Library. Capped water bottles are acceptable.
• Damaging or destroying Library materials, equipment, or property is prohibited.
• The Library is a smoke-free environment. Vaping, e-cigarettes or other uses of tobacco are not allowed inside the Library.

• No unruly behavior, such as running, jumping, hitting, wrestling, or other aggressive actions or statements.
• No use of sports equipment in the Library. • Skateboard, roller skates, and scooters must be in a backpack or skate bag (available at the Checkout Desk).
• Sleeping (except for children under the age of four years) is not permitted in the Library.
• Loitering is not allowed in the Library or on its property. The public must leave at closing time except when using the Community Room after hours. For purposes of this policy, Loitering is defined as remaining in the Library building or Library grounds for a protracted time without any Library-related purpose, including reading, studying, writing, researching, drawing, looking at or checking our materials, visiting the Friends Bookstore, using a computer or attending a Library approved or scheduled meeting, program or event.
• Commercial solicitation, selling, and panhandling are prohibited.
• Animals are prohibited, except for trained and certified service animals for the disabled, or animals used in Library programs.
• Verbal or physical abuse or sexual harassment of Library users or staff is prohibited.
• No illegal behavior of any type.
• No more than 4 people per table. No chair may be occupied by more than one person. Each person at a table is to be seated while at the table.
• Seating infants or children on desk, counters or tables is a safety hazard and not permitted.
• Placing feet on tables, tipping back in chairs and scratching or any other activity which defaces, mars or otherwise damages Library furniture, facilities or equipment is considered abuse and is not permitted.
• No person may sit or lie upon Library furniture or carpeting while wearing clothing that is soiled in such a manner that it is likely to soil or stain the furniture or carpeting.
• A person whose personal hygiene is offensive, including odors, so as to disturb a reasonable person and interfere with or impair the ability of other visitors to use the Library facilities will be asked to leave the Library.
• Public restrooms are not to be used as bathing facilities.
• Individuals may not reserve seats and may not leave their materials unattended from more than 15 minutes. Materials left longer than the time limit may be removed by staff. The Library is not responsible for loss of any personal possessions.
• No tampering with or destroying computer equipment or files.
• Weapons including, but not limited to, guns and knives, are not allowed in the Library or on Library grounds.

Bicycles, Boards, Scooters, etc.

• Bicycles are not allowed in the Library. They should be locked in the bike rack outside.
• Skateboarding, roll skating, or riding scooters are not permitted in the Library or on Library grounds.
• Sleeping Bags, bedrolls, blankets, large boxes, shopping carts, and large backpacks are not allowed in the Library.

Harmful Substances

No possessing, being under the influence of, or using alcohol or controlled substances including, but not limited to, marijuana in any form, on Library premises.

Personal Appliances

Personal appliances such as smartphones or cellphones, tablets, computers, cassette players, laptops, and calculators may be used as long as the noise level is low and use does not interfere with others. Cellphones and pagers should be turned off or switched to a low or non-audible signal and answered outside the Library.

Printed Postings, Political Campaigning, and Religious Proselytizing

No printed matter can be posted or given out inside Library without staff permission. Political campaigning and religious proselytizing are not permitted inside the Library proper, although meetings in the Community Room that are sponsored by outside organizations are not subject to this policy. Gathering signatures for petitions within the Library is prohibited.

Children Under 11

Children under 11 must be accompanied by an adult. Staff is not responsible for unattended children. Parents are responsible for ensuring the appropriate behavior of their children while they are in the Library.

Teen Room

Due to space limitations, the study tables and chairs in the Teen Room are reserved for the use of persons age 18 and under

PERSONS UNABLE OR UNWILLING TO STOP UNACCEPTABLE CONDUCT WILL BE ASKED TO LEAVE. After proper warning to desist, the Library Director or designee may exclude for the duration of the business day any person violating these rules and standards. The Library Director may suspend any person's use of the Library for repeated violations of this policy for periods of up to one year, pursuant to SPMC § 2-78.5

COMPENSATION FOR LIBRARY

Unarmed Security Patrol Officer Rate:	**$25/HR**
Unarmed Security Holiday Rates:	**Time & Half**
Weekly Cost:	**N/A**
Average Monthly Cost:	**TBD**
Cell Phone:	**Included**
CitiTrac Reporting System:	**Included**

Note: *Overtime rates will apply to work in excess of 8-hours per day or 40-hours per week. Holidays rates only apply to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Coverage for labor disputes or natural disaster is not included except as described in the Service Rates Classification.*

EXHIBIT B

SCOPE OF SERVICES FOR SECURITY PATROL OF CITY OWNED PROPERTIES AND COMPENSATION

Consultant shall provide the following services as well as the services set forth in the Consultant's proposal attached to this Exhibit B. The City has the right to revise the scope of services related to the patrol and security services for the vacant City-owned residential properties.

1. Purpose

Consultant shall provide patrol and security services for multiple vacant City-owned residential properties located within the City of South Pasadena. The objective of these services is to deter trespassing, vandalism, burglary, and unauthorized occupancy through regular patrols, property inspections, and rapid response when necessary.

2. Properties

Patrol and security services shall be provide for eleven (11) unoccupied residential properties while they are owned by the City and located at: 1131 Columbia St; 302 Fairview Ave; 529 Prospect Ave; 530 Orange Grove Blvd; 534 Orange Grove Blvd; 535 Meridian Ave; 901 Bonita Dr; 540 Prospect Ave; 1037 and 1039 Grevelia St; 808 Valley View Rd; and 822 Valley View Rd. The City has the right to revise the number and location of the properties. In addition to the services outlined in Consultant's proposal, services at each of the properties include but are not limited to a thorough exterior inspection of the front, side, and rear yards, checking for any signs of trespassing or property damage, and completing all necessary reporting and documentation through our reporting system. The officer generally spends an average of 10-15 minutes per visit at each property.

3. Service Schedule

The contractor shall provide 24-hour patrol coverage, seven (7) days per week, using random and rotating patrols to avoid predictable security patterns. Patrol coverage shall include:

- Day Patrol Window: 6:00 a.m. – 6:00 p.m.
- Night Patrol Window: 6:00 p.m. – 6:00 a.m.

City and Consultant shall discuss in advance how best to structure services to meet the proposed hours of patrol and therefore, the City has the right to amend the patrol coverage schedule.

Patrols shall occur at varying times throughout each window to ensure the schedule cannot be anticipated by individuals attempting to monitor security activity.

4. Patrol Responsibilities

During patrols, security officers shall:

- Conduct exterior inspections of each property including front yard, side yards, and backyard areas.
- Inspect for signs of trespass, vandalism, burglary, illegal dumping, or unauthorized entry.
- Enter the residence when necessary to confirm the security condition of the structure.
- Maintain visible patrol presence to deter loitering, trespassing, and criminal activity.
- Observe and report suspicious activity occurring on or immediately adjacent to the properties.

5. Incident Response

Security personnel shall monitor for violations of applicable trespassing laws, including but not limited to California Penal Code §§602, 555, and 647(h). When unlawful activity is observed, officers shall:

- Document the incident.
- Request dispatch of the South Pasadena Police Department (SPPD) when necessary.
- Remain on site as appropriate until law enforcement arrives.
-

Consultant shall coordinate as necessary with SPPD with regard to any incidents

In addition, Consultant shall also provide 24-hour on-call patrol response capability to respond to City requests for additional security checks or incidents at the properties.

6. Personnel Qualifications

All assigned officers shall:

- Hold valid state licenses.
- Pass a background investigation.
- Be trained in patrol procedures, incident reporting, and coordination with law enforcement.

The contractor shall designate a supervisor responsible for oversight of patrol operations and service quality.

7. Reporting Requirements

The contractor shall maintain a log of patrol activities, including patrol times, property checks, observations, and incidents. Weekly activity reports shall be submitted to the City's Community Development Department.

The City shall not be charged for travel time to and from the City.

Scope of Services:

Citiguard is to provide CITY OF SOUTH PASADENA (1) Unarmed Security Patrol Officer in maintaining surveillance and safeguarding protection, 24/7 Security Patrol Coverage. Conduct exterior inspections of each property including front yard, side yards, and back yards. Inspect for signs of trespass, vandalism, burglary, illegal dumping, or unauthorized entry, Enter the residence as needed to confirm condition of the structure. Maintain visible patrol presence to deter loitering and criminal activity. Observe and report suspicious activity occurring on or immediate adjacent to the properties.

A comprehensive set of Post Orders will be generated by the Citiguard staff to be approved by CITY OF SOUTH PASADENA.

Any keys, passcodes, emergency contacts, etc. needed to perform the security functions will be provided by CITY OF SOUTH PASADENA into the post orders.

Citiguard will provide a cell phone from which the officer will enter his/her Daily Activity Report (DAR) via CitiTrac Technology and Incident Reports (IR) and which will be sent via email to the people you place on the recipient list. Reference attached brochure for CitiTrac technology and usage. Daily CitiTrac reports will be accessible to authorized CITY OF SOUTH PASADENA personnel.

CITY OF SOUTH PASADENA will provide restroom facilities for the security officer and a place for the security officer to take his/her California mandated rest breaks. Please note, the security officer by law is required two (10) minute paid rest breaks. In addition, they will be afforded a thirty (30) minute paid on-duty meal break.

Assigned security consultant will address all future changes and concerns, information will be provided after deployment of services.

Citiguard will provide CITY OF SOUTH PASADENA an introduction letter for its employees outlining our 24-hour dispatch numbers, On-Site security officer – Regional Supervisor and all customer services access numbers.

Citiguard Services includes but are not limited to: Vehicle Patrol, Security Training Facilities, Security Alarm Response, Power to Arrest, Incident Reporting, Special Event Services, Electronic Security Solution, Security Assessments, and Active Shooting, Fire/Life Safety. Citiguard mandates all security personnel undergo intensive training in: Ethics, Sexual Harassment, First Aid, CPR, Risk Assessment, Predictive Profiling, De-Escalation prevention, and Interpersonal Skills.

Security Support shall commence on / / and shall continue until terminated upon 30 days prior to written notice by either party.

Properties:

Security services will be provided for (11) unoccupied residential properties while they are owned by the City and located at:

1131 Columbia St;

302 Fairview Ave;

529 Prospect Ave;

530 Orange Grove Blvd;

534 Orange Grove Blvd;

535 Meridian Ave;

901 Bonita Dr;

540 Prospect Ave;

1037 Grevelia St;

1039 Grevelia St;

808 Valley View Rd;

822 Valley View Rd.

COMPENSATION FOR SECURITY PATROL OF CITY OWNED PROPERTIES

Unarmed Security Patrol Officer Rate:	**$33/HR**
Unarmed Security Holiday Rates:	**Time & half**
Patrol Car:	**Included**
Dispatch Calls:	**Included**
Cell Phone:	**Included**
CitiTrac Reporting System:	**Included**
Body Camera:	**Included**

Note: *Overtime rates will apply to work in excess of 8-hours per day or 40-hours per week. Holidays rates only apply to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Coverage for labor disputes or natural disaster is not included except as described in the Service Rates Classification.*

City Council Agenda Report

ITEM NO. 24

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF A LEGAL SERVICES AGREEMENT WITH KRONICK MOSKOVITZ TIEDEMANN & GIRARD FOR SPECIAL COUNSEL SERVICES**

Recommendation

Approve the legal services agreement with Kronick Moskovitz Tiedemann & Girard for special counsel services.

Executive Summary

The City has engaged Kronick Moskovitz Tiedemann & Girard for special legal services under the City Manager's contract authority. As the services needed will be ongoing, Staff is requesting that a new agreement be entered into with the law firm to ensure continuity of services.

Background

Kronick Moskovitz Tiedemann & Girard ("Kronick") is a full-service law firm located in Sacramento with a diverse practice in all areas of public agency law, including specialized areas such as the Political Reform Act. From time to time, cities will engage outside counsel when specialized services are required. The City engaged Kronick for legal services under the City Manager's contract authority. As the services are ongoing, Staff is requesting a new agreement to ensure continuity of services.

Analysis

Staff is requesting the continuation of special legal services from Kronick in connection with the Political Reform Act for review of potential conflicts of interests that may arise in connection with land use and other matters. Such services will only be provided as requested by the City Manager or the City Attorney, with approval of the City Manager. These services are currently being provided by Mona Ebrahimi. Ms. Ebrahimi is a shareholder at the firm as well as the manager of Kronick's public agency practice group. She is the city attorney for three cities in Northern California and is well versed in housing matters as well as routinely provides conflicts of interest analysis and recommendations to public officials. The City has engaged her to provide conflict of interest analysis when needed with respect to land use and other matters. As Kronick is continuing to provide these services, Staff requests that a new agreement be approved to ensure continuity of services. The firm's hourly rates are $425 for partners and $400 for associates.

Pursuant to the South Pasadena Municipal Code Section 2.99-29(12), contracts for

professional services are exempt from bidding and no solicitation method is required but quotations are encouraged. The City Attorney did solicit information and quotes from six law firms, from which the City selected Kronick.

Fiscal Impact
The City's initial agreement with Kronick had a maximum compensation amount of $30,000. The new agreement provides for continued services, as requested by the City Manager and City Attorney, that may exceed that amount. Funds from the legal services account 101-2010-2501-8160-000 will be utilized for such services.

Attachment:
Attatchment No. 1 - Legal Services Agreement Kronick Moskovitz Tiedemann Girard

LEGAL SERVICES AGREEMENT

City of South Pasadena

THIS LEGAL SERVICES AGREEMENT ("Agreement") is made and entered into as of March 2, 2026 ("Effective Date"), by and between the City of South Pasadena ("City"), a California Municipal Corporation, and the law firm of Kronick Moskovitz Tiedemann & Girard. In consideration of the mutual promises set forth herein, the parties agree as follows:

1. **Recitals**. This Agreement is made with respect to the following purposes and facts that each party agrees are true and correct:

A. City is a municipal corporation and seeks special counsel services.

B. Kronick Moskovitz Tiedemann & Girard ("Law Firm") is a full-service law firm with a diverse practice in all areas of municipal and public agency law, including providing services related to the Political Reform Act.

C. City and Law Firm desire to enter into this Agreement for the provision of special counsel legal services to the City.

2. **Scope of Work**. As requested by the City Manager or the City Attorney, with the approval of the City Manager, Law Firm shall provide special counsel legal services in connection with the Political Reform Act and the regulations of the Fair Political Practices Commission including but not limited to review of potential conflicts of interests that may arise from land use or other matters. Mona Ebrahimi shall be the attorney responsible for the services provided to City under this Agreement. If necessary, Ms. Ebrahimi may be assisted by other Law Firm attorneys, which shall be approved in writing in advance by the City Attorney or City Manager.

3. **Term**. This Agreement shall commence on the Effective Date and shall continue in effect until terminated by the City or Law Firm. City or Law Firm may terminate this Agreement at any time, with or without cause, by giving five (5) days written notice to the other party prior to termination of this Agreement. In the event of termination, Law Firm shall be entitled to the compensation earned by Attorney prior to the date of termination, however Attorney shall not be entitled to any further compensation for services performed after the date of termination.

4. **Compensation, Expenses and Billing**. For Attorney's legal services performed pursuant to this Agreement, City shall pay Attorney for the actual time rendered by attorneys providing the services at the hourly rate set forth in the billing rate schedule attached herein as Exhibit A.

Time shall be billed in increments of one tenth of one hour. City shall reimburse Attorney for actual expenses reasonably incurred in the performance of legal services under this Agreement for court costs, services of process, messengers, deliveries, postage, and other similar services incidental to the performance of this Agreement. Any expense that will exceed $100.00 shall require approval in advance by the City Attorney. City shall not reimburse or pay Attorney for word processing, document preparation, or clerical tasks. Any travel expenses must be approved in writing by the City in advance of procuring such travel arrangement or expenses.

Attorney shall send a monthly statement for services rendered during the previous month and for expenses incurred on the City's account to the City Manager's office. The monthly statement shall describe the nature of the work performed, the attorney performing the work and the time spent for each task as well as the nature of any fees and expenses incurred. City shall process and cause such invoices to be paid promptly and no later than within forty-five (45) days of receipt of invoice.

5. **Conflicts of Interest**. Law Firm shall comply with all applicable laws and professional rules and standards relating to any known conflict of interest involving the City, City official and City employees and matters upon which Law Firm is providing legal services under this Agreement. Law Firm shall not reveal confidential information of the City except with the consent of the City Manager, City Council or as otherwise required by law. Law Firm shall notify the City Manager and City Attorney of any conflict of interest related to matters upon which it is providing legal services under this Agreement upon discovery of any such conflicts. In the event that such conflict is not or cannot be waived or resolved, City shall retain alternate legal counsel and, to the extent permitted by law and professional responsibility requirements, Law Firm shall assist and cooperate with such legal counsel retained by the City on the matter for which the conflict arose.

6. **Client Files**. At the conclusion of Law Firm's legal representation of the City, the original client files for the work performed under this Agreement for the City shall be delivered to City upon City's written request. Law Firm will be entitled to make copies of the client files. City shall take possession of any and all original contracts, and other such important documents that may be in the client files and Law Firm shall have no further responsibility with regard to such documents.

7. **Insurance**.

A. Coverage Levels. Law Firm shall maintain at all times during the term of this Agreement policies of insurance with at least the minimum coverage specified below:

1) General liability insurance with a combined single limit of not less than Two Million Dollars ($2,000,000);

2) Workers' compensation coverage in compliance with California law;

3) Professional liability coverage with a minimum limit of liability of Two Million Dollars ($2,000,000.00) per claim and Four Million Dollars ($4,000,000.00) in the aggregate. Such insurance may be subject to a self-insured retention or deductible to be borne entirely by Law Firm which shall not exceed Two Hundred Fifty Thousand Dollars ($250,000.00) per claim, without prior approval of the City Manager.

B. Requirements. All required policies of insurance specified above shall:

1) Except as to professional liability insurance, provide minimum thirty (30) days' notice of cancellation by insurer, except in the event of non-payment of premium, in which case ten (10) days' notice is to be provided;

2) Be maintained in full force and effect throughout the term of this Agreement; and

3) Be placed with insurance carriers with an A.M. Best rating of no less than A-:VII or otherwise acceptable to City.

8. **Indemnification.** Law Firm Attorney shall indemnify, defend, and hold harmless City, City Council, its officers, agents, and employees, from any and all claims or losses resulting from physical injury or damage to tangible property arising from the negligent action of Law Firm or any person employed by Law Firm in the performance of this Agreement.

9. **Independent Contractor**. No employment relationship is created by this Agreement. Law Firm shall be an independent contractor of City.

10. **General Provisions**.

A. Non-Discrimination. In the performance of this Agreement, Law Firm shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation or medical condition.

B. Assignment/Delegation. This Agreement contemplates the personal professional services of Law Firm to City and neither this Agreement, nor any portion thereof, shall be assigned or delegated by either party without the prior written consent of both parties.

C. Interpretation. The following rules of legal construction shall apply:

1) This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the substantive laws of the State of California and venue shall be in Los Angeles County.

2) The section captions and headings in this Agreement have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction.

D. Survival. All provisions of this Agreement that would be required to survive the termination of this Agreement to be effective and/or implemented shall be deemed to survive such termination.

E. Attorney's Fees. The parties acknowledge and agree that each will bear its own costs, expenses and attorney's fees arising out of or connected with the negotiation, drafting, and execution of this Agreement.

F. Modification of Agreement. This Agreement and the provisions set forth herein may be modified only by way of a written amendment to this Agreement that has been approved and executed by and on behalf of both Law Firm and the City.

G. Notices, etc. Any notice required to be given shall be deemed to have been given (a) by depositing such notice in the United States mail, postage prepaid, (b) when sent by a nationally recognized overnight courier service, or (c) personal delivery, and addressed as follows:

TO CITY:	TO LAW FIRM:
City of South Pasadena 1414 Mission Street South Pasadena, California 91030 Attention: City Manager	Mona G. Ebrahimi, Esq. Kronick Moskovitz Tiedemann & Girard 1331 Garden Highway, 2nd Floor Sacramento, California 95833

Either party may, from time to time, by written notice to the other, designate a different address or contact person, which shall be substituted for the one above specified. Notices, invoices, and other documents delivered under this Agreement shall be deemed delivered (i) upon receipt by personal service or overnight delivery by service that provides proof of delivery, or (ii) as of the fifth (5th) day after deposit in the United States mail.

H. Signatories. Each signatory warrants and represents that he or she is competent and authorized to execute this Agreement on behalf of the party for whom he or she purports to sign.

I. Entire Agreement. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

J. Supersede. This Agreement shall supersede the agreement previously entered into by the Parties dated March 2, 2026.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to sign below as of the date first written above.

CITY OF SOUTH PASADENA

_____
Todd Hileman, City Manager

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

KRONICK MOSKOVITZ TIEDEMANN &
GIRARD

_____

Mona G. Ebrahimi

EXHIBIT A

Billing Rates

Partners: $425
Associates and other attorneys: $400

City Council Agenda Report

ITEM NO. 25

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **RECEIVE A REPORT ON THE SELF-INSURANCE FUND AND CONSIDERATION TO INCREASE THE CITY'S GENERAL LIABILITY SELF-INSURED RETENTION FROM $100,000 TO $250,000 PER OCCURRENCE**

Recommendation

It is recommended that the City Council:

a. Receive and file this report on the status of the City's Self-Insurance Fund (Fund 103);
b. Authorize the City Manager to execute the necessary PRISM program documentation to increase the City's General Liability Self-Insured Retention (SIR) from $100,000 to $250,000 per occurrence, effective July 1, 2026; and
c. Direct staff to place the resulting savings in premium into Fund 103 general liability claims expenditure line item to cover increased claim liability.

Executive Summary

This report presents the City Council with a status update on the City's Self-Insurance Fund (SIF) (Attachment 1) and requests authorization to adjust the City's General Liability Self-Insured Retention (SIR) from $100,000 to $250,000 per occurrence, effective with the July 1, 2026 PRISM program renewal.

The SIF has experienced significant premium escalation over the past three years. General Liability Program premiums are projected to increase to $2,226,000 in FY 2026-27, representing a 247% increase from FY 2022-23 (Attachment 2). PRISM has provided pricing indicating that an increase in the SIR to $250,000 would reduce GL premiums by approximately $456,000 annually (Attachment 3). The City's risk management consultants, Arthur J. Gallagher and Alliant Insurance Services, have reviewed the City's five-year loss history and provided independent assessments that support the proposed change.

City Council consideration is needed by May 2026 to allow PRISM to process the SIR election prior to the July 1, 2026 renewal effective date.

Background

On June 5, 2013, the City Council approved the transition from the California Joint Powers Insurance Authority (CJPIA) to the Public Risk Innovation, Solutions, and Management (PRISM) self-insured risk pool, effective July 1, 2014.

In FY 2014-15, the City established the Self-Insurance Fund (Fund 103) as an Internal Service Fund to manage General Liability and Workers' Compensation claim payments, liabilities, and cash reserves in accordance with the PRISM Memorandum of Understanding (MOU) and GASB Statement No. 10. The City's General Liability SIR has remained at $100,000 per occurrence since PRISM membership began.

In November 2023, the Finance Commission's Ad-Hoc Insurance Fund Committee completed a comprehensive review of the SIF and recommended the City establish a minimum cash reserve of 70% of the net present value of actuarially determined liabilities. The 2024 Actuarial Reports for General Liability and Workers' Compensation are included as Attachments 3 and 4, respectively.

In August 2025, the City executed a Professional Services Agreement with Arthur J. Gallagher Risk Management Services (Gallagher) to analyze the City's loss history, review loss control efforts, and evaluate municipal risk pool options that may fit the City's needs.

In March 2026, the City received a notice of estimated FY 2026-27 renewal insurance premiums from PRISM that indicated an significant increase. Consequently, staff requested alternate SIR options from PRISM to evaluate the financial impact on premiums and claims.

Analysis

General liability and workers' compensation insurance programs are essential to protecting public agencies from potentially significant financial consequences of claims arising from municipal operations. Without this coverage, a single significant judgment or a surge in claims could directly impair a city's ability to fund core services. Cities typically obtain this coverage through a Joint Powers Authority (JPA) because pooling risk across multiple member agencies makes the program more financially stable and cost-effective than any single city can typically achieve on its own. By spreading the statistical likelihood of large or catastrophic losses across a broad membership base, the JPA reduces each member's exposure to unpredictable year-to-year cost swings, while also providing shared access to actuarial services, claims administration, legal defense networks, and loss control programs that would be prohibitively expensive for a small city to maintain independently.

The City's self-insurance program has experienced significant premium escalation and claims costs over the past three years. Consequently, evaluation of the City's risk management program has been a top priority and staff has been focusing on resolving claims early to reduce total costs. The City also engaged an independent Risk Management Services consultant to assist with program review and evaluation.

The following table summarizes SIF expenditures by category for the three most recent completed fiscal years, the current estimated FY 2025-26 result, and the FY 2026-27 projection:

Insurance Premium:

Insurance Program	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual	FY 25-26 Actual	FY 26-27 Estimated
Workers' Compensation	484,413	451,317	513,448	749,041	994,000
General Liability	642,829	946,510	1,199,811	1,147,859	2,226,000

Total Premiums	**$1,127,242**	**$1,397,827**	**$1,713,259**	**$1,896,900**	**$3,220,000**

Claims Costs:

Program	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual	FY 25-26 Actual	FY 26-27 Estimated*
Workers' Comp Claims	1,857,059	2,207,175	1,530,843	1,059,600	$1,000,000
General Liability Claims	2,039,262	1,419,085	2,166,959	1,612,800	$1,400,000
Total Claims	**$3,896,321**	**$3,626,260**	**$3,697,802**	**$2,672,400**	**$2,400,000**

*Note: FY 26-27 projected claims cost based on 2024 Bickmore actuarial reports for General Liability and Workers Compensation at the 75% confidence level for annual claims cost.

Key findings from the expenditure data:

- General Liability Program 1 premiums increased from $642,829 in FY 2022-23 to a projected $2,226,000 in FY 2026-27, a 247% increase over three years.
- Workers' Compensation premiums increased from $484,413 in FY 2022-23 to a projected $994,000 in FY 2026-27, a 105% increase over the same period.
- Combined premium expenditures are projected at $3,527,855 in FY 2026-27, compared to $1,127,242 in FY 2022-23.
- Total SIF expenditures are projected at $5,602,855 in FY 2026-27. Both WC and GL claims costs are projected to decline in FY 2026-27, based on current pipeline conditions.
- The City's current active GL claims pipeline is composed primarily of small property damage claims (pothole-related vehicle damage under $2,000). No large active GL claims are currently in litigation.

Insurance Premium Stabilization Options
In March 2026, staff requested pricing from PRISM at alternate SIR levels: $250,000, $500,000, and $500,000 corridor deductible structures. The City's insurance broker, Alliant Insurance Services, and Risk Management consultant, Gallagher, were both asked to provide their professional opinions of changing the City's SIR.

The following table summarizes the financial comparison between the current and proposed SIR levels:

Factor	Current SIR: $100,000	Proposed SIR: $250,000
GL Program Annual Premium	$2,226,000 (Projected)	$1,770,000 (projected)
Estimated Annual Premium Savings	--	$456,000
Max per-claim City Exposure	$100,000	$250,000
5-year Claims At or Above $100k	22 claims / 18 occurrences	7 exceeded $250k
Est. Additional Claims per Year in $100k to $250k Range	Baseline	~4 per year historically

Break-Even Point (i.e. premium savings offset by added retention costs)	N/A	~3.1 claims/year at $150k average added cost each

Gallagher assisted the City by reviewing the five-year loss run and found that over the five-year period, 18 claim occurrences were at or above $100,000, of which, 7 exceeded $250,000. Gallagher's assessment indicated that approximately four claims per year historically fall in the $100,000 to $250,000 range. The average cost of those claims is approximately $400,000 (i.e. $100,000 claim cost above $100,000 SIR multiplied by 4 claims). Additionally, General Liability claims tend to take a number of years to resolve, so if the premium savings are set aside in the Self-insurance Fund, the City has the opportunity to earn additional interest income.

Based on the criteria of annual net cost impact, historical claims frequency in the additional retention layer, current SIF reserve trajectory, and independent consultant assessments, staff recommends Alternative 2: increasing the SIR to $250,000 per occurrence. The estimated $456,000 in annual premium savings exceeds the historical average annual cost of claims in the $100,000–$250,000 range, the City's current GL claims pipeline does not include large active matters, and setting aside the savings to the SIF reserve will provide the opportunity to earn additional interest income. For these reasons, staff recommends proceeding with the $250,000 SIR effective July 1, 2026.

Alternatives
The City Council may consider the following alternatives to the staff recommendation:

Alternative 1 – Maintain the Current $100,000 SIR. The City would retain the existing retention level. GL Program 1 premiums would remain at the projected $2,226,000 for FY 2026-27. This option provides lower per-claim exposure but does not reduce the premium cost trajectory. Further premium increases are projected for FY 2027-28 under current market conditions.

Alternative 2 – Increase SIR to $250,000 (Staff Recommendation): Estimated annual premium savings of $456,000. Per-claim City exposure increases from $100,000 to $250,000 for each GL occurrence. Based on historical loss patterns (~4 claims per year in the $100K–$250K range), the $456,000 in savings would offset approximately 3.1 such claims annually at an average additional exposure of $150,000 each. Both risk management consultants assessed this option as financially supportable given the City's current loss profile.

Alternative 3 – Increase SIR to $500,000: Would generate larger premium savings but would expose the City to substantially greater per-claim risk. At current SIF reserve levels, staff does not assess this option as supported by the actuarial funding capacity of the fund.

Alternative 4 – Request Corridor Deductible Pricing from PRISM. A corridor structure would reduce premiums while capping maximum out-of-pocket exposure per policy year. This option is available for GL only and is more complex to administer. Staff can request corridor pricing from PRISM for a future Council review cycle.

Fiscal Impact
The FY 2026-27 SIF budget is currently under preparation as part of the annual budget process. If authorized, the SIR change would reduce the projected Insurance Premium

expenditure in Account No. 103-2010-2501-8162-001 by approximately $456,000, from a projected $2,226,000 to approximately $1,770,000.

Approval of this action would also result in a potential increase in claims expenditures in Account No. 103-2010-2501-8161-001 for GL claims in the $100,000–$250,000 range. Based on the historical claims profile reviewed by Gallagher, this additional exposure is estimated to average less than the premium savings in a typical year, though individual year results may vary.

Staff recommends directing the estimated $456,000 in annual premium savings to the Fund 103 liability claims cost line item. No budget amendment resolution is required at this time; the revised premium amount will be incorporated into the FY 2026-27 Adopted Budget.

Attachment:
Attachment 1 - Self-insurance Fund Budget Worksheet DRAFT
Attachment 2 - PRISM Premium Estimates FY 2026-2027
Attachment 3 - PRISM Alternate SIR Quote FY 2026-27

Self-Insurance Fund Annual Budget Worksheet
DRAFT - 3-26-2026

		FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Actual	FY 2025-2026 Estimated	FY 2026-2027 Projected
	Beginning Assets @ 7/1:	**$ 2,881,428**	**$ 4,179,133**	**$ 1,780,334**	**$ (258,395)**	**$ 162,312**
	Internal Service Charges:					
103-0000-0000-4800-000	Interest	-	15,510	-	-	-
103-0000-0000-5410-000	Insurance Reimbursement - WC	418,140	846,823	405,012	1,200,000	700,000
103-0000-0000-5410-001	Insurance Reimbursement - GL	2,475,923	281,737	240,430	1,800,000	1,000,000
103-0000-0000-5420-000	Work Comp Internal Charges	733,545	676,315	752,618	804,118	738,000
103-0000-0000-5425-000	SIF Internal Charges	2,040,000	1,967,800	2,517,408	1,705,450	3,512,306
103-0000-0000-5550-000	Prior Year Adjustment	-	(423,168)	-	-	-
103-0000-0000-9911-000	Trsf Fr Other Fund	1,489,285	-	-	-	93,549
	Subtotal Revenue:	*$ 7,156,893*	*$ 3,365,017*	*$ 3,915,468*	*$ 5,509,568*	*$ 6,043,855*
	Self-Insurance Fund Budget:					
103-2010-2501-8020-000	Special Department Expense	202,190	-	-	-	-
103-2010-2501-8161-000	Claims & Judgement - WC	1,857,059	2,207,175	1,530,843	1,059,600	1,000,000
103-2010-2501-8161-001	Claims & Judgement - GL	2,039,262	1,419,085	2,166,959	1,612,800	1,400,000
103-2010-2501-8162-000	Insurance Premium - Work Comp	484,413	451,317	518,222	749,041	994,000
103-2010-2501-8162-001	Insurance Premium - Liability	642,829	1,160,113	1,500,303	1,547,600	2,325,000
103-2010-2501-8162-002	Insurance Premiums - Other	-	-	-	-	211,855
103-2010-2501-8170-000	Professional Services	64,550	110,074	115,136	119,820	75,000
	Subtotal Expenditure:	*$ 5,290,303*	*$ 5,347,764*	*$ 5,831,463*	*$ 5,088,861*	*$ 6,005,855*
	Operating Surplus(Deficit)	**1,866,590**	**(1,982,747)**	**(1,915,995)**	**420,707**	**38,000**
	Actuarial + Other Adjustments	568,885	416,052	122,734.0		
	Ending Balance @ 6/30:	**$ 4,179,133**	**$ 1,780,334**	**$ (258,395)**	**$ 162,312**	**$ 200,312**

Insurance Costs by Line of Insurance

Line of Insurance	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
General Liability Prog 1				1,147,859	
Optional Excess Liability				78,592	
Excess Work Comp				749,041	
Excess Work Comp Adjust				92,707	
Property Program				187,097	
Cyber				8,042	
Employee Theft					
Total	-	-	-	2,263,338	-

Property Insurance Costs to be Direct Billed to Enterprise Funds

Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Sewer (for Sewer owned sites)					
Water (for Water owned sites)					
Total	-	-	-	-	-

Actuarial Assumptions per Report Dated: 4-25-2024

Workers Compensation:	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Total Claim Liability					
@ 50% Confidence		2,263,000	2,195,000		
@ 50% Confidence, NPV		2,036,000	1,970,000		
@ 75% Confidence		2,641,000	2,562,000		
@75% Confidence, NPV		2,376,000	2,299,000		
Total Claim Cost					
@ 50% Confidence		568,000	662,000		
@ 50% Confidence, NPV		525,000	612,000		
@ 75% Confidence		730,000	851,000		
@75% Confidence, NPV		675,000	786,000		

General Liability	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Total Claim Liability					
@ 50% Confidence		1,565,000	1,603,000		
@ 50% Confidence, NPV		1,516,000	1,556,000		
@ 75% Confidence		1,829,000	1,874,000		
@75% Confidence, NPV		1,772,000	1,819,000		
Total Claim Cost					
@ 50% Confidence		738,000	733,000		
@ 50% Confidence, NPV		707,000	702,000		
@ 75% Confidence		934,000	864,000		
@75% Confidence, NPV		894,000	828,000		

Public Risk Innovation, Solutions, and Management (PRISM)

2026/27 Budget Estimates, January 2026

City of South Pasadena

This second round of premium estimates have been prepared to further assist members with budgeting for the 2026/27 fiscal year. Since the initial estimates provided in October, these projections have been updated to reflect estimated 2026/27 exposure information submitted through the renewal applications, as well as losses evaluated as of June 30, 2025. Pool rates have also been updated for the EWC and GL1 programs to incorporate the applicable expiring confidence levels and discount factors, which are scheduled for approval at the March Board of Directors meeting.

Pool rates for the other programs, reinsurance and excess insurance premiums, and administrative costs, remain estimates at this stage. As such, members are encouraged to budget toward the high end of the provided range. Consistent with direction from the Board of Directors, these estimates are intentionally conservative; although final premiums may vary from these preliminary projections, staff makes every effort to keep final premiums within the provided range.

Excess Workers' Compensation Program

	Premium				
24/25 Premium:	$486,478			2024/25 Estimated Payroll:	$15,972,320
25/26 Premium:	$663,187			2025/26 Estimated Payroll:	$20,272,802
26/27 Estimated Premium:	**$993,000**	**to**	**$994,000**	2026/27 Estimated Payroll:	$23,070,459

PRISM pool rates have been updated in these estimates and are pending approval by the PRISM Board of Directors at their March 2026 meeting. The estimate incorporates projected 2026/27 payroll exposures submitted through renewal applications and losses evaluated as of June 30, 2025. Reinsurance / excess insurance costs, as well as administrative expenses, remain estimated at this stage. These estimates also reflect the rating changes approved by the Board of Directors in October 2025, which will be phased in over a three-year period. For 2026/27, the rates are blended at 67% old and 33% new.

Members reporting payroll increases greater than 7% compared to the prior year may experience premium changes outside the range provided in the October estimates. Additionally, members who experienced large claim development since last year's losses (evaluated as of June 30, 2024) will likely see premium changes outside of what was provided before as well. For entities electing to apply the 2024/25 payroll audit to the 2026/27 renewal, the audit adjustment is included in the total estimated collection shown. For entities settling the payroll audit outside of the renewal premium, the amount shown reflects the estimated renewal premium only.

Public Risk Innovation, Solutions, and Management (PRISM)

2026/27 Budget Estimates, January 2026

City of South Pasadena

General Liability 1 Program

	Premium				
24/25 Premium:	$1,199,811			2024/25 Estimated Payroll:	$19,108,563
25/26 Premium:	$1,147,859			2025/26 Estimated Payroll:	$21,409,359
26/27 Estimated Premium:	**$2,163,000**	**to**	**$2,226,000**	2026/27 Estimated Payroll:	$23,070,459

PRISM pool rates have been updated in these estimates and are pending approval by the PRISM Board of Directors at their March 2026 meeting. The estimate incorporates projected 2026/27 exposures submitted through renewal applications and losses evaluated as of June 30, 2025. Reinsurance / excess insurance costs assume a 20% to 40% increase due to the continuation of the hard liability market and administrative expenses remain estimated as well. These estimates also reflect the rating changes approved by the Board of Directors in October 2025, which will be phased in over a five-year period. For 2026/27, the rates are blended at 80% old and 20% new.

Members reporting payroll increases greater than 7% compared to the prior year may experience premium changes outside the range provided in the October estimates. Additionally, members who experienced large claim development since last year's losses (evaluated as of June 30, 2024) will likely see premium changes outside of what was provided before as well.

Property Program

	Premium				
24/25 Premium:	$167,388			2025/26 AR TIV:	$127,849,911
25/26 Premium:	$187,098			2025/26 EQ TIV:	$0
26/27 Estimated Premium:	**$159,000**	**to**	**$187,000**		

The first version of the 2026/27 premium estimates sent in October had an overall premium range of -5% to +10% for most members. This estimate was based on 2025/26 binding Total Insured Values (TIV) and did not take into consideration property schedule updates. In these updated premium estimates, the premium ranges have been reduced for most members in consideration of the favorable property market and are based on updated TIV as of November 20, 2025, and loss history. Members with adverse loss development and/or TIV increases since the initial premium estimates may see premium increases higher than the range provided in October. We continue to recommend you budget towards at the high end of the range provided.

Key Note: Large catastrophic events or economic downturn prior to the March 31, 2026 renewal could impact the property insurance marketplace and potentially affect the premium estimates.

Public Risk Innovation, Solutions, and Management (PRISM)

2026/27 Budget Estimates, January 2026

City of South Pasadena

Optional Excess Program

	Premium	
24/25 Premium:	$69,628	
25/26 Premium:	$78,587	
26/27 Estimated Premium:	**$88,000**	**to $99,000**

We currently project a 20-40% rate increase over the expiring program rates; however, the actual increase or decrease may differ for each member due to exposure and losses. For members that do not participate in all layers and are interested in more limits, please budget for the additional layers accordingly. These are rate increases and do not contemplate any adjustment to payroll, which can impact the ultimate premium.

Cyber Liability Program

	Premium	
24/25 Premium:	$7,589	
25/26 Premium:	$8,042	
26/27 Estimated Premium:	**$9,700**	**to $12,100**

At this time, we recommend members with no paid or open claims, to budget for a 20% - 50% rate increase. For members that have paid losses or open claims with the potential for paid losses, please budget for a 20% - 85% rate increase. For members with significant losses and inadequate security controls, the increase may be larger.

PRISM

Self-Insured Retention (SIR) Estimate
General Liability 1
City of South Pasadena

Here are the Self-Insured Retention (SIR) options for the 2026/27 program year, as requested. These options are based on the allocation methodology approved by the Board of Directors in October 2025. The premiums reflect your entity's losses as of June 30, 2025, and the estimated 2026/27 payroll provided in your renewal application. These preliminary SIR options are based on proposed rate increases to the approved 2025/26 premium rates in the Pool layer and the Excess Layers. Please note that it is still early in the renewal process, and the excess layer rates for 2026/27 are not yet available. In the "Estimated 25/26" column, you'll find your entity's estimated premium for the current program year at the selected retention level. The "Current SIR" row reflects your entity's current premium at its current retention level compared to the most recent budget estimates.

Current GL1 Participation

Current Premium:	$1,149,099	25/26 Estimated Payroll:	$21,409,359
Current SIR:	$100,000	26/27 Estimated Payroll:	$23,070,459

Requested SIR Options for 2026/27

SIR Options	SIR	Est. 25/26 Premium	Est. 26/27 Premium - LOW	Est. 26/27 Premium - HIGH	Within Staff Authority
Current SIR	$100,000	$1,149,099	$2,163,000	$2,226,000	N/A
Option 1	$250,000	$1,015,000	$1,707,000	$1,770,000	No
Option 2	$500,000	$748,000	$1,298,000	$1,362,000	No

Approval of SIR changes resulting in a lower SIR or an SIR more than double the previous year's SIR are not within staff authority and require approval from the Underwriting Committee. Additionally, the Underwriting Committee recently delegated at their 12/6/2023 meeting that any SIR option > $1M requires approval from the Underwriting Committee. If you are interested in a SIR change that is outside of staff's authority for the upcoming renewal, please let staff know so we may add it to the next upcoming Underwriting Committee agenda for approval. PRISM is requesting that all GL1/WC self-insured retention (SIR) and individual member corridor deductible (IMCD) change requests be submitted to Underwriting staff by Friday, May 15th, 2026. If your entity needs additional time to contemplate a retention change, please reach out to PRISM Underwriting.

Please consult with your actuary and their self-funding recommendations to evaluate the best SIR fit for your entity. If you have any questions these estimates please reach out to PRISM Underwriting Staff at 916-850-7300 or underwriting@prismrisk.gov.

City Council Agenda Report

ITEM NO. 26

DATE: April 15, 2026

FROM: Roxanne Diaz, City Attorney

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION TO APPROVE THE FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND TODD HILEMAN AND ADOPT RESOLUTION NO. 7994, APPROVING AND ADOPTING THE AMENDED SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER**

Recommendation

The City Attorney recommends that the City Council approve the First Amendment to the City Manager Employment Agreement between the City of South Pasadena and Todd Hileman and adopt Resolution No. 7994 approving and adopting the amended salary schedule for the position of City Manager.

Executive Summary

Following a positive first-year performance evaluation, the City Attorney recommends that the City Council approve a First Amendment to the City Manager's Employment Agreement and adopt a resolution amending the City's salary schedule.

Background

On February 19, 2025, after an extensive recruitment process, the City Council selected Todd Hileman as its City Manager and entered into an employment agreement with Mr. Hileman appointing him as City Manager ("Employment Agreement"). Mr. Hileman's appointment began on March 31, 2025. In accordance with Section 8 of the Employment Agreement, the City Council conducted its performance evaluation of the City Manager on March 18, 2026. Based on a positive evaluation, the City Council and City Manager have agreed to amend the Employment Agreement to provide for a 4% increase to the City Manager's base salary, increase the City's contribution to the City Manager's deferred compensation from $2,000 a month to $3,000 a month, and provide the City Manager with an additional 100 hours of vacation leave.

Analysis

In February 2025, the City Council adopted the 2025 City Council Priorities list focusing on five areas - finance, infrastructure, housing, governance and operational efficiencies - with direction to the City Manager to incorporate these priorities into staff work plans. Since that time, the City Manager has made tremendous progress in each of these areas. Some examples of some of the accomplishments made this past year include:

- Rebuilding the executive team. The City is fully staffed with key positions filled early on

such as the Assistant City Manager/Chief Financial Officer, Community Development Director and Public Works Director.

- Organizational improvements with a focus on professionalism, responsiveness and customer service. To that end, the City's attrition rate in the last year has normalized.
- The finance team has been completely rebuilt and is completely staffed with permanent and professional staff. Past audits have been completed and all outstanding issues addressed. The five-year forecast indicates the City is on a solid trajectory.
- Great progress has been made on placing capital improvement projects back on track with an internal team meeting bi-weekly to address issues early on and review progress towards completion.

Based on the positive feedback to the City Manager with respect to his first year with the City, the following amendments to the Employment Agreement are proposed:

- Increase the annual base salary from $300,000 to $312,000 (4% increase)
- Increase the City's monthly contribution to the City Manager's 401(a) plan to $3,000
- Provide the City Manager with an additional 100 hours of vacation leave

The Brown Act requires that before taking final action to approve changes to the compensation and fringe benefits for a local agency executive, such as a city manager, an oral report providing a summary of the recommended compensation and benefits must be provided. The City Attorney will provide that report before the City Council takes action on this matter

Fiscal Impact

The Fiscal Year 2025-2026 Adopted Budget includes sufficient funding to cover the proposed employment contract amendment.

Attachment:

Attachment No. 1 - First Amendment to City Manager Employment Agreement

Attachment No. 2 - Resolution No. 7944 Adopting the Salary Schedule City Manager

FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND TODD HILEMAN

This First Amendment ("First Amendment") is made as of and entered into as of April 1, 2026 and is to the City Manager Employment Agreement dated February 19, 2025 by and between the City of South Pasadena, a California municipal corporation ("City"), and Todd Hileman, an individual ("Employee"). City and Employee may sometimes be referred to as "Party" or collectively as "Parties."

RECITALS

A. On February 19, 2025, the City and Employee entered into an employment agreement under which the City hired Employee as the City Manager for the City ("Employment Agreement").

B. Following a performance evaluation, the City and Employee now desire to amend the Employment Agreement and amend the City Manager's annual salary and other benefits.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the City and Employee hereby agree as follows:

Section 1. Paragraph A entitled "Base Salary" of Section 4 of the Employment Agreement shall be amended in its entirety to read as follows:

"A. Base Salary. From the Effective Date of this Agreement, City shall pay Employee an annual salary of $300,000, subject to legal permissible or required deductions and withholdings, prorated and paid on City's regular paydays. Beginning on April 1, 2026, City shall pay Employee an annual salary of $312,000, subject to legally permissible or required deductions and withholding, prorated and paid on City's regular paydays. Employee's compensation is for all hours worked and for all services under this Agreement, including those as an Executive Director or involving any other position, office or appointment associated with the City. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law. Salary adjustments may be considered by the City Council in conjunction with Employee's annual performance evaluations as set forth in this Agreement."

Section 2. Subparagraph 7 entitled "Vacation" of paragraph B entitled "Benefits" of Section 4 of the Employment Agreement shall be amended in its entirety to read as follows:

"(7) Vacation. Employee shall receive one hundred and sixty (160) hours of vacation available for use as of the Effective Date. On April 1, 2025, Employee shall receive an additional one hundred (100) hours of vacation immediately available for use. Thereafter, vacation leave accrues at a rate of 160 hours annually prorated for each pay period, subject to a maximum accrued amount. Employee may accrue up to 420 hours.

Upon reaching this maximum (420 accrued hours), Employee will cease to accrue any additional vacation hours until his total accrued vacation hours are less than 420 hours. Employee may cash out accrued vacation leave on the same basis as provided to other employees in the City's Unrepresented Management Employees group as set forth in the most current Resolution of the City, subject to any changes or amendments thereto.

Section 3. The City's monthly contribution to Employee's 401(a) Plan as set forth in Section 4.B.15 of the Employment Agreement shall be increased from $2,000 to $3,000 starting on April 1, 2026 and shall be prorated for each pay period.

Section 4. Except as specifically amended by this First Amendment, the remaining provisions of the Employment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and executed personally as the date and year first written above.

EMPLOYEE: TODD HILEMAN

_____
Todd Hileman

CITY OF SOUTH PASADENA:

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

RESOLUTION NO. 7994

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING AND ADOPTING THE AMENDED SALARY SCHEDULE REGARDING THE POSITION OF CITY MANAGER

WHEREAS, the California Public Employees' Retirement System ("CalPERS") regulations, specified in Title 2 of the California Code of Regulations Section 570.5 (CCR 570.5), require pay schedules (salary schedules) be approved and adopted by the City Council in a public meeting;

WHEREAS, the City Manager's annual salary is established by an employment agreement between the City and the City Manager;

WHEREAS, on April 15, 2026, the City Council approved the First Amendment to the City Manager Employment Agreement, which provides for an increase in base salary beginning on April 1, 2025;

WHEREAS, the City Council desires to update the salary schedule for the City Manager in light of the amendment to the employment agreement;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. All facts set forth in the recitals of this Resolution are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council hereby adopts the Salary Schedule for Fiscal Year 2025-2026 as set forth in Exhibit A to this Resolution, in accordance with Title 2 of the California Code of Regulations Section 570.5, for the position of City Manager, effective as of April 1, 2026. The City Council hereby directs the Human Resources Director to incorporate said schedule into the City's master salary schedule.

Section 3. The Human Resources Director is hereby directed to make the salary schedule publicly available by posting the schedule at the office of the City's Human Resources Department or ensure that the salary schedules are immediately accessible and available for public review from the City during normal business hours or posted on the City's website.

Section 4. This Resolution shall become effective immediately upon its adoption.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April 2026.

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Nikima Newsome, Chief City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. 7944 was duly passed and adopted by the City Council of the City of South Pasadena, at a regular meeting held on the 15th day of April, 2026, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Nikima Newsome, Chief City Clerk

EXHIBIT A

SALARY SCHEDULE FISCAL YEAR 2025-2026
(Effective April 1, 2026)

The following annual salary range for the listed full-time exempt position is hereby approved and shall remain in effect until modified by the City Council.

Position (Job Title)	**Range**
City Manager	Annual Salary of $312,000

City Council Agenda Report

ITEM NO. 27

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works

SUBJECT: **RECEIVE AND FILE THE CAPITAL IMPROVEMENT PROGRAM QUARTERLY UPDATE**

Recommendation

It is recommended that the City Council receive and file the Capital Improvement Program Quarterly Update report.

Executive Summary

This report provides the City Council with the Public Works Department's quarterly update presentation on the City's Capital Improvement Program (CIP). The regular quarterly reports will improve transparency, support project tracking, and ensure timely communication on progress, challenges, and funding needs. This update outlines the status of active CIP projects, highlights recently completed improvements, and identifies key milestones and schedule or budget refinements.

Fiscal Impact

No fiscal impact is associated with receiving and filing this report. Any future budget adjustments will be brought to the City Council for consideration

Attachment:
Attachment No. 1 - CIP Quarterly Report Council 4.15.26

Capital Improvement Project Quarterly Report

City of South Pasadena – Public Works Department

April 15, 2026

Table of Contents

- General Building & Facilities
- Library
- Community Services & Parks
- Sewer
- Stormwater
- Streets & Sidewalks
- Sustainability
- Transportation
- Water
- Funding Sources

General Building & Facilities

Citywide Facilities Repairs

Phase: Construction

Project No.: 5139



Project Description

Multiple projects are assigned to this project number. Some include renovation of the library Teen Room, flooring replacement at the library restroom lobby area, renovation of the HVAC system for the library Children's Room and for the Library Director's Office.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Various

Project Updates

- Multiple improvement projects were identified and created for construction.
- Projects under this category account includes improvements for the Children's Room & Library Director's Office, renovation of the Teen Room and replacement of damaged flooring at the restroom lobby area.

Sources	Budget	Expenditures	Balance
Fund 105	$36,147	$7,955	$28,192
Balance	$36,147	$28,192	$28,192
Uses			
Construction			
Fund 105	$36,147	$7,955	$28,192
Balance	$36,147	$7,955	$28,192

City of SOUTH PASADENA

As of: 4/9/2026

FD Fire Station Front Bay Apparatus Door Replacement

Phase: Complete

Project No.: 5178



Project Description

This project replaces the retractable garage doors at the Fire Department and repairs associated components, enhancing overall functionality and security.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: Commercial Door Company, Inc.

Project Updates

- Contract Awarded: 11/6/24.
- Construction Started: 3/31/25.
- Project Completed: 7/2/25.

Sources	Budget	Expenditures	Balance
Fund 000	-	-	-
Balance	-	-	-
Uses			
Construction			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

PD Locker Room Remodel

Phase: Design

Project No.: 5175



Project Description

Project aims to remodel the men and women's locker rooms located in the basement located at City Hall. Remodel is intended to provide a more functional space with new flooring, lighting, restrooms, lockers, plumbing repairs, painting, signage, technology updates, television and other elements of interior improvements.

Project Data

Project Manager: Michael Lau

Designer/Contractor: PBK Architects

Project Updates

- Architecture firms solicited from Public Works prequalified list.
- PBK Architects selected for design experience with similar projects.
- Council awarded design contract 1/21/26.

Sources	Budget	Expenditures	Balance
Fund 105	$90,000	-	$90,000
Fund 270	$159,000	-	$159,000
Balance	$249,000	-	$249,000
Uses			
Design			
Fund 105	-	-	-
Fund 270	$159,000	-	$159,000
Balance	$159,000	-	$159,000

City of SOUTH PASADENA

As of: 4/9/2026

Police Department Front Counter/Lobby Remodel

Phase: Study/Planning

Project No.: 5174



Project Description

Remodel of front entrance counter and lobby to comply with ADA requirements. Scope includes replacing the existing pass-through countertop/window, redesign non-functioning east side window, new flooring, lighting, paint, technical display upgrades and signage.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Project on hold pending budget assessment and project priority.

Sources	Budget	Expenditures	Balance
Fund 105	$40,000	-	$40,000
Balance	$40,000	-	$40,000
Uses			
Study/Planning			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Police Department Briefing/Training Room Update

Phase: Study/Planning

Project No.: 5176



Project Description

Remodel of the Briefing Room located in the basement. Remodel is intended to provide a more functional space with expanded reconfiguration to allow for more tables, technology upgrades for presentations, new flooring, lighting, painting, signage and other elements of interior improvements.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Project on hold pending budget assessment and project priority.

Sources	Budget	Expenditures	Balance
Fund 105	$40,000	-	$40,000
Balance	$40,000	-	$40,000
Uses			
Study/Planning			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

War Memorial Sound System

Phase: Construction

Project No.: 5159



Project Description

Install a new audio/visual (A/V) system at the War Memorial Building. The War Memorial building does not have any A/V components. This project will enable us to have the system in place including a projector, screen, and speakers complete with installation.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Spectrum Studios

Project Updates

- Solicited bids utilizing California Multiple Award Schedule (CMAS) 10/23/25.
- City Council awarded project: 11/19/25.
- Anticipated Construction: 3/16/26.

Sources	Budget	Expenditures	Balance
Fund 105	$50,000	-	$50,000
Balance	$50,000	-	$50,000
Uses			
Construction			
Fund 105	$47,500	-	$47,500
Balance	$47,500	-	$47,500

City of SOUTH PASADENA

As of: 4/9/2026

Citywide Facilities Key System

Phase: Construction

Project No.: 5160



Project Description

Assessment and recommendation for an access key system in City building that do not have electrified access control and/or video surveillance security or where existing systems are obsolete. Evaluation of keyed and electronic access systems appropriate for city government operations that can be owner-operated, non-proprietary to providers, expandable and upgradable as technology advances.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Convergint Technologies LLC

Project Updates

- A “Genetic” system was selected based on its technical attributes, expandability, industry reputation and recommendations from cities such as Pasadena.
- A “pilot project” at the library is scheduled to start on 11/17/25.
- Pilot project 95% complete.

Sources	Budget	Expenditures	Balance
Fund 105	$2,980	$370	$2,610
Balance	$2,980	$370	$2,610
Uses			
Construction			
Fund 105	$2,980	$370	$2,610
Balance	$2,980	$370	$2,610

City of SOUTH PASADENA

As of: 4/9/2026

Citywide Facilities Assessment/Security Enhancement

Phase: Construction

Project No.: 5138



Project Description

Provide a new integrated security system in City buildings that do not have electrified access control and/or video surveillance security or where existing systems are obsolete. A “pilot project” is designated for the library. Scope includes new door card readers and CCTV cameras. Upon successful demonstration, the system is intended to be expanded to other city facilities.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Convergint Technologies LLC

Project Updates

- Design and installation contractor selected and a non-proprietary system was determined to be the best solution.
- Pilot project at library in construction.
- Pilot project 95% complete.

Sources	Budget	Expenditures	Balance
Fund 105	$233,570	$57,206	$176,364
Balance	$233,570	$57,206	$176,364
Uses			
Construction			
Fund 105	$68,087	$57,206	$10,881
Balance	$68,087	$57,206	$10,881

City of SOUTH PASADENA

As of: 4/9/2026

FD Diesel Exhaust System Replacement

Phase: Construction

Project No.: 5213



Project Description

The project involves removing the outdated exhaust and ducted air systems at Fire Station 81 and installing a new rail-based magnetic diesel exhaust extraction system to safely capture and remove vehicle emissions at the source. This upgrade enhances firefighter health and safety, ensures compliance with air quality standards, and improves overall operational safety.

Project Data

Project Manager: Anthony Porraz

Designer/Contractor: Air Exchange, Inc.

Project Updates

- Contract agreement approved by Council 10/1/25.
- PO issued (6-week lead time on parts) 10/22/25.
- Project closeout.

Sources	Budget	Expenditures	Balance
Fund 105	$130,000	$117,374	$12,626
Balance	$130,000	$117,374	$12,626
Uses			
Construction			
Fund 105	$128,957	$117,374	$11,583
Balance	$130,000	$117,374	$12,626

City of SOUTH PASADENA

As of: 4/9/2026

Senior Center Flooring

Phase: Complete

Project No.: 5210



Project Description

Replacement of the old orange color VCT (vinyl composition tile) with new wood pattern LVP (luxury vinyl plank) tile including new wall base. Related work included patching of roofs and exterior wall cracks at the entrances along Fairview Ave to protect against previously experienced rainwater intrusion.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: Dream Floor Covering, Inc.

Project Updates

- Project Completed: 6/26/25.
- Fiscal Year 24-25 budget was sufficient to complete project.

Sources	Budget	Expenditures	Balance
Fund 105	$9,698	$9,698	-
Balance	$9,698	$9,698	-
Uses			
Construction			
Fund 105	-	-	-
Balance	$9,698	$9,698	-

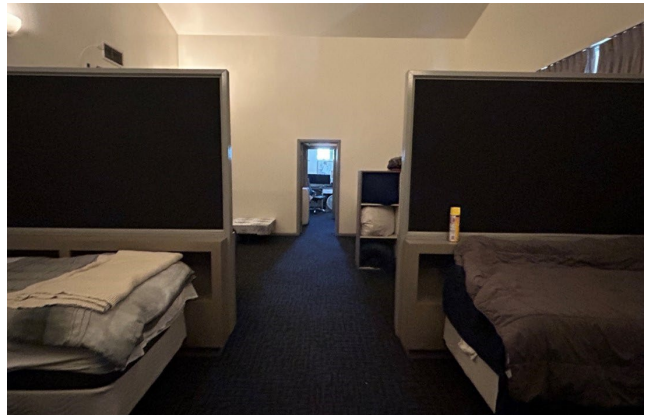
City of SOUTH PASADENA

As of: 4/9/2026

Fire Department Dormitory Expansion

Phase: Study/Planning

Project No.: TBD



Project Description

The current dormitory layout is an open space and does not allow for privacy of employees. Additionally, there are no gender specific restroom/shower facilities.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Current fiscal year budget has been repurposed for bathroom remodel.

Sources	Budget	Expenditures	Balance
Fund 105	-	-	-
Balance	-	-	-
Uses			
Study/Planning			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

War Memorial Basement Waterproofing

Phase: Study/Planning

Project No.: TBD



Project Description

This project aims to repair the waterproofing along the lower-level west side of the War Memorial Facility to prevent water infiltration.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: TBD

Project Updates

- Staff to begin exploring potential solutions that could be implemented to resolve water intrusion issues.
- Project on hold.

Sources	Budget	Expenditures	Balance
Fund 105	$20,000	-	$20,000
Balance	$20,000	-	$20,000
Uses			
Study/Planning			
Fund 105	-	-	-
Balance	$20,000	-	$20,000

City of SOUTH PASADENA

As of: 4/9/2026

Police & Fire Vehicle Access Gate Rehabilitation

Phase: Construction

Project No.: TBD



Project Description

Replace the motors that operate the vehicle gates for the Police and Fire parking lots.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: TBD

Project Updates

- Staff preparing specifications for project advertisement.
- Staff has obtained preliminary pricing based on current infrastructure. Design will not be needed.

Sources	Budget	Expenditures	Balance
Fund 105	$45,885	-	$45,885
Balance	$45,885	-	$45,885
Uses			
Construction			
Fund 105	$21,160	-	$21,160
Balance	$21,160	-	$21,160

City of SOUTH PASADENA

As of: 4/9/2026

Phase 2 Fire Department Restroom

Phase: Complete

Project No.: TBD



Project Description

Repair and restore five showers including drywall repairs on ceiling and walls. Install new light fixtures in each restroom and new grout and sealant in shower floors of Fire Department.

Project Data

Project Manager: Anteneh Tesfaye

Designer/Contractor: BluSky Restoration Contractors, LLC

Project Updates

- Construction Date: 1/26.
- Anticipated Completion: 3/26.

Sources	Budget	Expenditures	Balance
Fund 105	$69,115	-	$69,115
Balance	$69,115	-	$69,115
Uses			
Construction			
Fund 105	$69,115	-	$69,115
Balance	$69,115	-	$69,115

City of SOUTH PASADENA

As of: 4/9/2026

War Memorial HVAC Repairs

Phase: Complete

Project No.: TBD



Project Description

Project will complete repairs to the War Memorial's heating, ventilation, and air conditioning (HVAC) systems.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: ACCO

Project Updates

- Repairs completed utilizing operations funds.

Sources	Budget	Expenditures	Balance
Fund 105	$15,711	-	$15,711
Balance	$15,711	-	$15,711
Uses			
Construction			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Library

Library Northeast Ramp Lighting & Improvements

Phase: Construction

Project No.: 5149



Project Description

Scope includes new ADA compliant handrails, integrated rail lighting for the walkway, lighting bollards, waterproofing of the exterior wall, and improved surface drainage next to the building.

Project Data

Project Manager: Michael Lau

Designer: ONYX Architects, Inc.

Contractor: TBD

Project Updates

- Design plans by ONYX Architects were approved by City Building & Safety.
- Project advertised 2/26.

Sources	Budget	Expenditures	Balance
Fund 105	$59,919	$15,240	$44,679
Balance	$59,919	$15,240	$44,679
Uses			
Construction			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Library Security Improvements

Phase: Complete

Project No.: 5147



Project Description

Install new wrought iron gates and fencing in archways of east and west exterior balconies of the Library. Both east and west gates are installed with push-bar hardware for emergency exit egress.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: Raffi's Metal Design

Project Updates

- Project Completed: 8/29/2025.

Sources	Budget	Expenditures	Balance
Fund 105	$134,058	$92,428	$41,629
Balance	$134,058	$92,428	$41,629
Uses			
Construction			
Fund 105	$92,428	$92,428	-
Balance	$92,428	$92,428	-

City of SOUTH PASADENA

As of: 4/9/2026

Library Roof & Waterproofing

Phase: Study/Planning

Project No.: 5217



Project Description

Replace or repair the leaking roof at the library. The Senior Center has been added to this project because the building are connected, and roofs are in the same deteriorating condition. Considerations for repair or replacement include cost evaluation and the possibility of a larger library rebuild in the future.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Multiple roofing systems have been assessed, and staff has preliminarily selected one of the systems.
- Project on hold for future funding options.

Sources	Budget	Expenditures	Balance
Fund 105	$106,696	$9,250	$97,446
Balance	$106,696	$9,250	$97,446
Uses			
Construction			
Fund 105	$18,280	$9,250	$9,030
Balance	$18,280	$9,250	$9,030

City of SOUTH PASADENA

As of: 4/9/2026

Library Radio Frequency Identification (RFID)

Phase: Design

Project No.: 5152



Project Description

RFID tags store information about library items and share data via radio waves to the software/hardware components of the Integrated Library System (ILS). Benefits of RFID include increased efficiency, enhanced customer self-service options, improved inventory management, and theft detection capabilities.

Project Data

Project Manager: Jennifer Rodriguez

Designer/Contractor: Bibliotheca, LLC

Project Updates

- Request for Proposals published on Planet Bids: 10/20/25.
- Vendor proposals due: 11/6/25.
- Contract Awarded: 2/4/26.

Sources	Budget	Expenditures	Balance
Fund 105	$105,000	-	$105,000
Balance	$105,000	-	$105,000
Uses			
Construction			
Fund 105	$82,250	-	$82,250
Balance	$82,250	-	$82,250

Library & Community Center Comprehensive Site Plan

Phase: Complete

Project No.: TBD



Project Description

Consultant conducting needs assessment (including community engagement) and developing site plan options for the Library Park Campus as a first phase of exploring the possibility of building a new facility in Library Park that would be shared by the Library and Community Services Departments.

Project Data

Project Manager: Cathy Billings

Designer/Contractor: Group 4 Architecture Research + Planning, Inc.

Project Updates

- 11/5/25: Ad Hoc Committee presented findings and recommendations to the City Council.
- Project completed.

Sources	Budget	Expenditures	Balance
Fund 116	$33,255	$31,855	$1,400
Balance	$33,255	$31,855	$1,400
Uses			
Design			
Fund 105	$31,855	$31,855	-
Balance	$31,855	$31,855	-

City of SOUTH PASADENA

As of: 4/9/2026

Community Services & Parks

Grevelia & Berkshire Pocket Parks

Phase: Complete

Project No.: 5157



Project Description

This project will design and construct the Grevelia and Berkshire Pocket Parks.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: David Volz Design Landscape Architects & Monet Construction

Project Updates

- Contract Awarded: 11/6/24.
- Construction Began: 3/3/25.
- Opening ceremony: 12/17/25.
- Processing final payment.

Sources	Budget	Expenditures	Balance
Fund 116	$280,782	$90,541	$190,240
Fund 251	$550,000	$305,633	$244,366
Fund 252	$193,992	$158,889	$35,102
Fund 275	$422,782	$596,261	($173,479)
Balance	$1,447,556.00	$1,151,324.00	$296,229.00

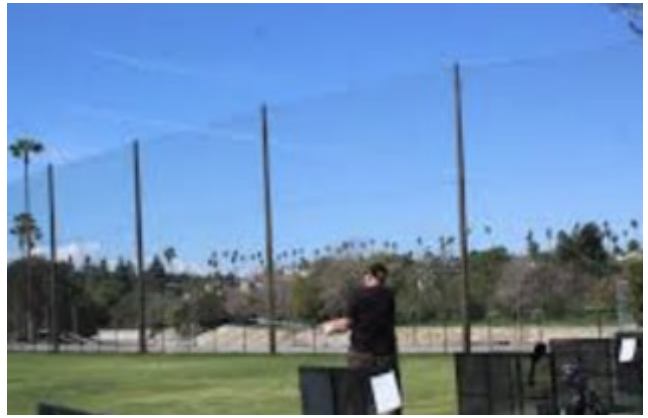
Uses			
Construction			
Fund 105	$187,665	$90,541	$97,123
Fund 251	$333,133	$305,633	$27,500
Fund 252	$168,589	$158,889	$9,699
Fund 275	$659,979	$596,261	$63,718
Balance	$1,349,366.00	$1,151,324.00	$198,040.00

As of: 4/9/2026

Golf Course/Driving Range Netting Replacement

Phase: Study/Planning

Project No.: 5158



Project Description

This project aims to replace the driving range netting infrastructure.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Project on hold pending outcome of potential 3P Agreement.

Sources	Budget	Expenditures	Balance
Fund 105	$718,103	$2,030	$716,073
Balance	$718,103	$2,030	$716,073
Uses			
Construction			
Fund 105	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Parks Master Plan

Phase: Study/Panning

Project No.: 5161



Project Description

The Parks Comprehensive Plan is an approach to evaluating existing parks including all on-site amenities, and identifying potential open space and facility demands.

Project Data

Project Manager: Melissa Synder

Designer/Contractor: RHA Landscape Architects Planners, Inc.

Project Updates

- Community Outreach/Stakeholder meeting took place 1/25.
- Statistically valid surveys mailed to randomly selected households.
- Online surveys open to the public through 8/25.
- Consultant to provide an update to the Community Services Commission 12/25.

Sources	Budget	Expenditures	Balance
Fund 116	$111,783	$12,000	$99,783
Fund 275	$124,016	-	$124,016
Balance	$235,799	$12,000	$223,799.00
Uses			
Design			
Fund 116	$111,783	$12,000	$99,783
Fund 275	$124,016	-	$124,016
Balance	$235,799	$12,000	$223,799

San Pascual Main Arena Flooring

Phase: Study/Planning

Project No.: TBD



Project Description

Project aims to replace equestrian flooring at one of the arenas.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Staff has met with stable operator to determine scope of work and the responsibility based on signed agreement.
- Staff receiving quotes for flooring replacement project.

Sources	Budget	Expenditures	Balance
Fund 101	$267,123	-	$267,123
Balance	$267,123	-	$267,123
Uses			
Construction			
Fund 101	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Side Arena Footing, Fencing, Irrigation, Lighting, and Groundcover/Base Replacement

Phase: Study/Planning

Project No.: TBD



Project Description

This project aims to replace the fencing around the arenas at the San Pascual stables. The project also includes replacement of the footing within the arena.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Staff has met with stable operator to determine scope of work and the responsibility based on signed agreement.
- Staff to prepare request for proposal for fencing improvements around the main and side arena.

Sources	Budget	Expenditures	Balance
Fund 101	$267,123	-	$267,123
Balance	$267,123	-	$267,123
Uses			
Construction			
Fund 101	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Golf Course Driving Range Emergency Repairs

Phase: Complete

Project No.: TBD



Project Description

Project will replace the existing metal netting at the back of the driving range, providing protection to the Nature Trail area. This emergency repair supplemented existing netting, installing a new 50-ft wide, full-height net to ensure continued public safety.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Judge Netting

Project Updates

- Project completed.

Sources	Budget	Expenditures	Balance
Fund 295	$10,600	$10,600	-
Balance	$10,600	$10,600	-
Uses			
Construction			
Fund 295	$10,600	$10,600	-
Balance	$10,600	$10,600	-

City of SOUTH PASADENA

As of: 4/9/2026

Golf Course 13 Hole Netting Replacement

Phase: Construction

Project No.: TBD



Project Description

This project will replace the original 30-ft netting system that was previously destroyed by the January 2024 Windstorm with new metal poles and 30-ft high netting to restore protection from stray golf balls into the street and tennis facility.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Proposals requested to replace netting exceeded Open market procurement limits.
- Bids due 3/4/26.

Sources	Budget	Expenditures	Balance
Fund 295	-	-	-
Balance	-	-	-
Uses			
Construction			
Fund 295	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Tennis Court Resurfacing

Phase: Study/Planning

Project No.: TBD



Project Description

Project will address surface deterioration and ensure continued safety and usability for four courts: two tennis courts at Garfield Park, and two dual-use existing tennis/pickleball courts at Orange Grove Park.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Epic Surfaces

Project Updates

- Contract Awarded: 9/17/25.
- Anticipated Construction: 3/9/26.

Sources	Budget	Expenditures	Balance
Fund 116	$56,265	-	$56,265
Balance	$56,265	-	$56,265
Uses			
Construction			
Fund 116	$56,265	-	$56,265
Balance	$56,265	-	$56,265

City of SOUTH PASADENA

As of: 4/9/2026

Eddie Park House

Phase: Study/Planning

Project No.: TBD



Project Description

This project would complete facility repairs to the Eddie Park house building.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Marx O

Project Updates

- Staff has hired consultant for assessment of facility for comprehensive repair needs.

Sources	Budget	Expenditures	Balance
Fund 116	$75,000	-	$75,000
Balance	$75,000	-	$75,000
Uses			
Construction			
Fund 116	$7,502	-	$7,502
Balance	$7,502	-	$7,502



Sewer

Sewer System Repair, Rehabilitation, & Replacement

Phase: Construction

Project No.: 5179



Project Description

This project is an annual replacement of sewer pipelines and infrastructure, utilizing the wastewater systems assessment in the One Water 2050 Plan. Scope includes maintenance, cleaning, and CCTV recording of sanitary sewer network for next six years.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Pipe-Tec, Inc.

Project Updates

- Contract Awarded: 7/16/25.
- Contractor to begin 1/26.
- Construction has started citywide.

Sources	Budget	Expenditures	Balance
Fund 210	$1,325,792.99	$273,716.06	$1,052,076.93
Balance	$1,325,792.99	$273,716.06	$1,052,076.93
Uses			
Construction			
Fund 210	$1,100,000	$273,716.06	$826,283.94
Balance	$1,100,000	$273,716.06	$826,283.94

City of SOUTH PASADENA

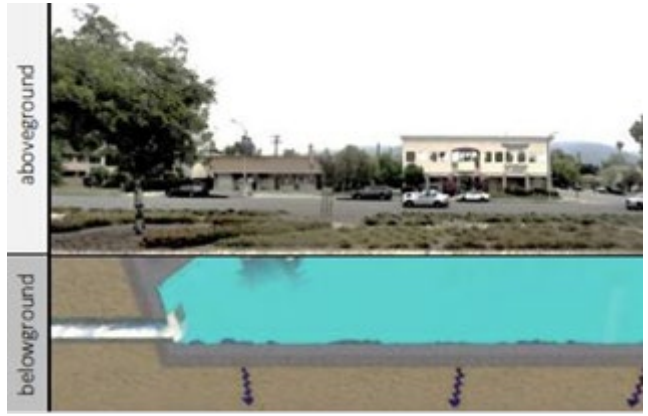
As of: 4/9/2026

Stormwater

Huntington Drive Green Street

Phase: Study/Planning

Project No.: 5182



Project Description

The City street medians along Huntington Drive from Marengo Avenue to Wayne Avenue cover open space that could be retrofitted to capture stormwater and urban runoff from the upstream drainage area, as well as the roadway and surrounding neighborhood. This project would consist of installing underground storage chambers or dry wells beneath the medians and connecting them via diversion pipes to an underground storm drain. The existing turf would also be replaced with drought tolerant plants, and stormwater reuse educational signage would be incorporated in the walkways at pedestrian crossings.

Project Data

Project Manager: Anteneh Tesfaye

Designer/Contractor: UltraSystems Environmental, Inc. & Ninyo & Moore

Project Updates

- Project in Study/Planning Phase due to potential change in scope of work.
- Project has been put on hold. Re-evaluating scope.

Sources	Budget	Expenditures	Balance
Fund 239	-	-	-
Balance	-	-	-
Uses			
Construction			
Fund 239	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Arroyo Seco San Rafael & San Pascual Projects

Phase: Design

Project No.: 5180



Project Description

A collaborative project between South Pasadena and Pasadena that will address water quality issues and assist in complying with a state mandated requirement to reduce the bacteria levels from tributaries that flow into the Los Angeles River. This project constructs two water retention basin sites at San Pascual (South Pasadena) and San Rafael (Pasadena).

Project Data

Project Manager: Anteneh Tesfaye

Designer/Contractor: TBD

Project Updates

- Environmental Impact Report review (EIR) in progress.
- EIR to be adopted by City of Pasadena Summer 2026.
- Anticipated construction Spring 2027.

Sources	Budget	Expenditures	Balance
Fund 116	-	-	-
Fund 239	$315,013	-	$315,013
Fund 503	$100,000	-	$100,000
Balance	$415,013	-	$415,013

Uses			
Construction			
Fund 116	-	-	-
Fund 239	-	-	-
Fund 503	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Hanscom Drive Drainage Improvements

Phase: Study/Planning

Project No.: TBD



Project Description

Drainage infrastructure improvements to minimize impact to residents on Las Palmitas. Project aims to construct storm drain infrastructure between Hanscom Drive and Los Palmitas. Goal to reduce flood risk.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Willdan Engineering

Project Updates

- Assessment currently underway to design primary and secondary drainage infrastructure on city right-of-way.

Sources	Budget	Expenditures	Balance
Fund 239	$60,000	-	$60,000
Balance	$60,000	-	$60,000
Uses			
Construction			
Fund 239	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026



Streets & Sidewalks

Street Repavement & Repairs
(formerly FY19-20 Street Improvement Project)

Phase: Construction

Project No.: 5185



Project Description

This project reconstructs several local residential asphalt streets throughout the City. Additionally, this project replaces water and sewer infrastructure.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: RKA Consulting Group & Gentry Brothers, Inc.

Project Updates

- Contract Awarded: 6/18/25.
- Construction Started: 9/22/25.

Sources	Budget	Expenditures	Balance
Fund 104	$2,241,557.44	$406,263	$1,835,294.44
Fund 210	$100,000	-	$100,000
Fund 233	$551,057	$125,852.30	$425,204.70
Fund 236	$548,983.82	$125,852.28	$423,131.54
Fund 237	$1,209,738	-	$1,209,738
Fund 245	$19,131.53	-	$19,131.53
Fund 500	$4,640,000	$1,562,976.41	$3,077,023.59
Balance	$8,577,426.35	$2,220,943.99	$6,356,482.36

Uses			
Construction			
Fund 104	$2,210,246	$406,263	$1,803,982
Fund 210	$25,000	-	-
Fund 233	$309,505	$44,302	$265,203
Fund 236	$309,505	$44,302	$265,203
Fund 237	$1,200,000	-	$1,200,000
Fund 245	-	-	-
Fund 500	$4,034,149	$1,562,976	$2,471,169
Balance	$8,088,405	$2,057,843	$6,005,557

City of SOUTH PASADENA

As of: 4/9/2026

FY20-24 Sidewalk Replacement & ADA Ramps

Phase: Complete

Project No.: 5186



Project Description

The project consists of reconstructing lifted and damaged sidewalk and installation of ADA access ramps at various locations within the City. The sidewalk repair locations are selected based on City's Sidewalk Inspection Report in combination with high-use pedestrian areas.

Project Data

Project Manager: Michael Vartanians

Designer/Contractor: Kabbara Engineering & CT&T Paving, Inc.

Project Updates

- 43 curb ramps and over 1,500 square feet of sidewalk constructed.
- Locations citywide but focused on Meridian Avenue between Monterey Road and Maple Street.
- Processing final payment.

Sources	Budget	Expenditures	Balance
Fund 236	$2,331	$2,331	-
Fund 260	$103,878	$100,300	$3,578
Balance	$106,209	$102,631	$3,578
Uses			
Construction			
Fund 236	$2,331	$2,331	-
Fund 260	$100,300	$100,300	-
Balance	$102,631	$102,631	-

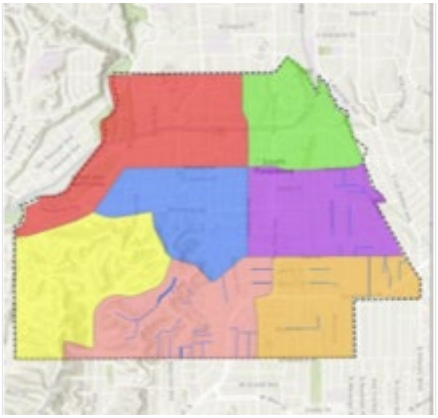
City of SOUTH PASADENA

As of: 4/9/2026

2025-2026 Street Maintenance

Phase: Study/Planning

Project No.: TBD



Project Description

Annual Residential Slurry Seal Project.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Staff has identified streets that are appropriate candidates for slurry seal application.
- Construction anticipated Summer 2026.

Sources	Budget	Expenditures	Balance
Fund 233	$225,000	-	$225,000
Fund 236	$225,000	-	$225,000
Balance	$450,000	-	$450,000
Uses			
Construction			
Fund 239	-	-	-
Fund 236	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

2025-2026 Marengo Maintenance & Improvements

Phase: Study/Planning

Project No.: TBD



Project Description

This project aims to slurry seal the Marengo Avenue corridor and improve traffic striping and signage along the corridor.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: TBD

Project Updates

- Project in Study/Planning Phase.
- Staff to advertise request for proposals Summer 2026.

Sources	Budget	Expenditures	Balance
Fund 233	$50,000	-	$50,000
Fund 236	$50,000	-	$50,000
Balance	$100,000	-	$100,000
Uses			
Study/Planning			
Fund 233	-	-	-
Fund 236	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Mission/Arroyo/Pasadena Intersections Improvements

Phase: Study/Planning

Project No.: TBD



Project Description

This project aims to reconstruct the intersection of Mission Street, Arroyo Drive, and Pasadena Avenue.

Project Data

Project Manager: Michael Lau

Designer/Contractor: TBD

Project Updates

- Staff to prepare request for proposals to advertise to award design contract for this construction project.
- Requests for proposal to be advertised Summer 2026.

Sources	Budget	Expenditures	Balance
Fund 233	$90,000	-	$90,000
Fund 236	$90,000	-	$90,000
Balance	$180,000	-	$180,000
Uses			
Construction			
Fund 233	-	-	-
Fund 236	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Indiana Avenue Reconstruction

Phase: Design

Project No.: 5229



Project Description

Pavement rehabilitation and other improvements on Indiana Avenue from Monterey to Via del Rey. Photometric analysis to determine lighting needs, pavement, water and sewer spot upgrades.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Lochner

Project Updates

- 30% plans received: 10/25.
- Staff provided comments.
- 60% plans received 3/26.

Sources	Budget	Expenditures	Balance
Fund 104	-	-	-
Fund 210	$49,550.44	-	$49,550.44
Fund 233	$149,100.89	$49,144.22	$99,956.67
Fund 236	149,100.89	$49,959.23	$99,141.66
Fund 500	$198,201.78	$92,771.05	$105,430.73
Balance	$545,954	$191,874.50	$354,079.50

Uses			
Construction			
Fund 104	-	-	-
Fund 210	$43,329	-	$43,329
Fund 233	$98,988.50	$49,144.22	$49,844.28
Fund 236	$98,988.50	$49,959.23	$49,029.27
Fund 500	$197,977	$92,771.05	$105,205.95
Balance	$439,283	$191,874.50	$247,408.50

City of SOUTH PASADENA

As of: 4/9/2026

FY24-25 Sidewalk Replacement & ADA Ramps

Phase: Study/Planning

Project No.: TBD



Project Description

The project consists of reconstructing lifted and damaged sidewalk and installation of ADA access ramps at various locations within the City using CDBG funding that the City receives annually. The sidewalk repair locations are selected based on City's Sidewalk Inspection Report in combination with high-use pedestrian areas.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: TBD

Project Updates

- Project in Study/Planning Phase.

Sources	Budget	Expenditures	Balance
Fund 260	$108,710	-	$108,710
Balance	$108,710	-	$108,710
Uses			
Study/Planning			
Fund 260	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

FY25-26 Sidewalk Replacement & ADA Ramps

Phase: Study/Planning

Project No.: TBD



Project Description

The project consists of reconstructing lifted and damaged sidewalk and installation of ADA access ramps at various locations within the City using CDBG funding that the City receives annually. The sidewalk repair locations are selected based on City's Sidewalk Inspection Report in combination with high-use pedestrian areas.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: TBD

Project Updates

- Project in Study/Planning Phase.

Sources	Budget	Expenditures	Balance
Fund 260	$117,630	-	$117,630
Balance	$117,630	-	$117,630
Uses			
Construction			
Fund 260	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Orange Zone Reconstruction

Phase: Design

Project No.: 5230



Project Description

Pavement rehabilitation, curb, gutter, sidewalk repair, utility adjustments, water line replacement, sewer spot repair and streetlight improvements along City's Orange Zone.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Kabbara Engineering

Project Updates

- Contract Awarded: 10/1/25.
- Task order for design effort in progress.
- Design underway.

Sources	Budget	Expenditures	Balance
Fund 210	$150,000	$3,375.17	$146,624.83
Fund 233	$500,000	$14,440.32	$485,559.68
Fund 236	$500,000	$14,255.33	$485,744.67
Fund 237	-	-	-
Fund 500	$1,000,000	$33,069.68	$966,930.32
Balance	$2,150,000	$65,140.50	$2,084,859.50

Uses			
Construction			
Fund 210	$37,016	$3,375.17	$33,640.83
Fund 233	$150,000	$14,440.32	$135,559.68
Fund 236	$150,000	$14,255.33	$135,744.67
Fund 237	-	-	-
Fund 500	$350,000	$33,069.68	$316,930.32
Balance	$687,016	$65,140.50	$621,875.50

City of SOUTH PASADENA

As of: 4/9/2026



Sustainability

Civic Center/City Hall EV Charging Installation

Phase: Design

Project No.: 5103



Project Description

This project installs electric vehicle (EV) chargers in the Civic Center parking lots including Police, Fire, and City staff lots. Utility-funded electrical infrastructure installation is available through the Southern California Edison (SCE) Charge Ready program, as the City entered into a long-term agreement with the utility. The City would fund the purchase and installation of the EV charger units.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Pacifica Services, Inc.

Project Updates

- Nineteen (19) Level 2 chargers installed and operational.
- Two (2) Level 3 chargers for Police Department in Design Phase.

Sources	Budget	Expenditures	Balance
Fund 116	$159,185	$37,520	$121,665
Fund 238	-	-	-
Balance	$159,185	$37,520	$121,665
Uses			
Construction			
Fund 116	$156,092.90	$37,520	$118,572
Fund 238	-	-	-
Balance	$156,092.90	$37,520	$118,572

City of SOUTH PASADENA

As of: 4/9/2026

Storage Yard EV Charging Systems

Phase: Design

Project No.: 5188



Project Description

This project aims to install two Level 2 chargers at the Storage Yard to be used by Community Services Dial-a-Ride vans.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Southern California Edison

Project Updates

- SoCal Edison preparing final design of underground utility improvements.

Sources	Budget	Expenditures	Balance
Fund 116	$50,000	-	$50,000
Balance	$50,000	-	$50,000
Uses			
Construction			
Fund 116	$30,000	-	$30,000
Balance	$30,000	-	$30,000

City of SOUTH PASADENA

As of: 4/9/2026

Civic Center/Mound Solar Panel Installation

Phase: Design

Project No.: TBD



Project Description

This project continues City's efforts to develop and maintain a solar carport structure battery backup system that will provide locally generated clean energy as part of Memorandum of Understanding with the Clean Power Alliance, under the Power Ready Program.

Project Data

Project Manager: Jose Tchopourian

Designer/Contractor: Coast Energy DevCo, LLC & Kabbara

Project Updates

- The City has conducted initial site walk of the project with Coast Energy and Clean Power Alliance.
- The designs are being develop and all parties are looped in regularly through biweekly meetings with Coast Energy.
- 30% Design Plans to be received mid-November. Plan Check to commence February 2026.
- Anticipated construction Fall 2026.

Sources	Budget	Expenditures	Balance
Fund 116	$10,000	-	$10,000
Balance	$10,000	-	$10,000
Uses			
Construction			
Fund 116	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026



Transportation

Fremont/Huntington (MAT) Mobility Active Transportation Project

Phase: Design

Project No. 2008



Project Description

Project would provide corridor improvements along Fremont Avenue and Huntington Drive. Improvements include bike facilities, curb ramp upgrades, high visibility crosswalks, advanced warning signage, traffic signals, lane reconfigurations, among others.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: Kimley-Horn & Associates

Project Updates

- City Council selected Kimley-Horn & Associates as design consultant: 10/1/25.
- Staff held public outreach meetings on 2/23/26 and 3/5/26.

Sources	Budget	Expenditures	Balance
Fund 233	$200,000	$66,685	$133,315
Fund 234	$1,211,232	$153,355	$1,057,876
Fund 243	$1,100,000	$165,843	$934,156
Fund 297	$323,000	$48,696	$274,303
Balance	$2,834,232.00	$434,579.00	$2,399,650

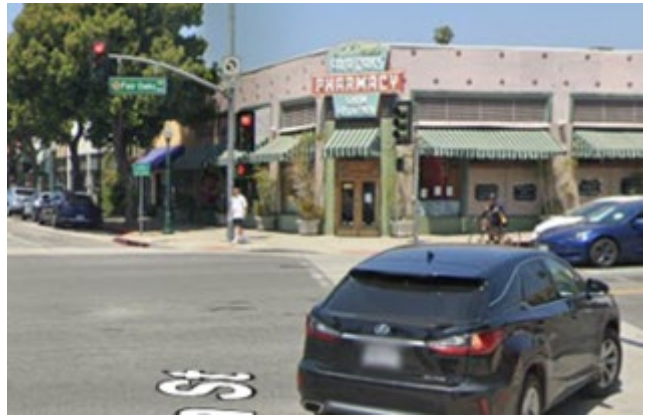
Uses			
Construction			
Fund 233	$100,000	$66,685	$33,315
Fund 234	$1,017,160	$153,355	$863,804
Fund 243	$1,100,000	$165,843	$934,156
Fund 297	$323,000	$48,696	$274,303
Balance	$2,540,160	$434,579	$2,105,578

As of: 4/9/2026

North-South Corridor (Fair Oaks) ITS Deployment

Phase: Design

Project No.: 2002



Project Description

Project includes replacement of traffic signals to improve traffic flow and reduce congestion along the Fair Oaks Avenue corridor, adds fiber optic connection from City Hall to Public Works Garfield Yard, improves pedestrian crossings and upgrades curb ramps to meet current ADA standards.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: Iteris

Project Updates

- Design Plans at 50% complete, 90% received mid-November.
- 10/1/25 City Council selected bulbout alternative.
- Project design anticipated completion April 2026.

Sources	Budget	Expenditures	Balance
Fund 108	$46,930	$18,901	$28,029
Fund 205	$90,000	$28,802	$61,197
Fund 207	$90,000	$28,802	$61,197
Fund 214	$397,654	$291,779	$105,875
Fund 243	-	-	-
Fund 255	$6,005	$18,901	($12,895)
Balance	$630,589	$387,185	$243,403.00

Uses			
Construction			
Fund 108	$41,154	$18,901	$22,252
Fund 205	$90,000	$28,802	$61,197
Fund 207	$90,000	$28,802	$61,197
Fund 214	$237,823	$291,779	($53,956)
Fund 243	-	-	-
Fund 255	$35,333	$18,901	$16,432
Balance	$494,310	$387,185	$107,122

As of: 4/9/2026

Grevelia Street and Fair Oaks Avenue

Phase: Study/Planning

Project No.: 5129



Project Description

Traffic engineering study to explore the reconfiguration of the signalized intersection of Fair Oaks Avenue at Grevelia Street/SR 110 Northbound off-ramp to improve vehicular movement within the intersection to better accommodate the westbound to northbound dual left-turn movement.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: Gibson Transportation Consulting, Inc.

Project Updates

- Public Works staff reviewing consultant fee proposal.
- Task order and purchase order have been issued.

Sources	Budget	Expenditures	Balance
Fund 240	$50,000	$25,129.83	$24,870.17
Balance	$50,000	$25,129.83	$24,870.17
Uses			
Study/Planning			
Fund 240	$29,735.01	$25,129.83	$4,605.18
Balance	$29,735.01	$25,129.83	$4,605.18

City of SOUTH PASADENA

As of: 4/9/2026

Pedestrian Crossing Devices

Phase: Design

Project No.: 5130



Project Description

Design services for the installation of Rectangular Rapid Flashing Beacon (RRFB) at three locations: 1) Grevelia Street at Park Avenue, 2) Meridian Avenue at Bank Street, and 3) El Centro St. at Cawston Ave.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: HDR Engineering, Inc.

Project Updates

- Staff requested additional tasks from consultant.
- Work order will be issued after consultant submits proposal.
- Council awarded design contract 3/4/26.

Sources	Budget	Expenditures	Balance
Fund 240	$322,624	-	$322,624
Balance	$322,624	-	$322,624
Uses			
Design			
Fund 240	$112,342	-	$112,342
Balance	$112,342	-	$112,342

City of SOUTH PASADENA

As of: 4/9/2026

Rectangular Rapid Flashing Beacons (Mission & Fremont)

Phase: Design

Project No.: 1512



Project Description

Installation of Rectangular Rapid Flashing Beacons (RRFB) at Fremont Avenue and Lyndon Street, Mission Street and Diamond Avenue, Mission Street and Fairview Avenue.

Project Data

Project Manager: Michael Lau

Designer/Contractor: Adhami Engineering Group

Project Updates

- Final Design in progress.
- Advertising May 2026.

Sources	Budget	Expenditures	Balance
Fund 236	$41,047	-	$41,047
Fund 277	$234,874	-	$234,874
Balance	$275,921	-	$275,921
Uses			
Construction			
Fund 236	-	-	-
Fund 277	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Special Transportation Accounts

Phase: Complete

Project No.: 5218



Project Description

Installation of various transportation related equipment at multiple City locations, including speed feedback signs.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: Yunex, LLC

Project Updates

- Speed feedback signs installed at following locations:
  - Fremont Avenue south of Columbia St.
    - Northbound and Southbound traffic
  - Huntington Dr.
    - West of Fletcher Avenue & East of Bushnell Avenue
- Project Completed: 8/27/25.
- Processing final payment.

Sources	Budget	Expenditures	Balance
Fund 233	$29,576	$2,867	$26,708
Fund 236	$29,576	$2,867	$26,708
Balance	$59,152	$5,734	$53,416
Uses			
Construction			
Fund 233	$2,060	$2,867	($806)
Fund 236	$2,060	$2,867	($806)
Balance	$4,120	$5,734	($1,612)

City of SOUTH PASADENA

As of: 4/9/2026

Citywide Mobility/Active Transportation Plan Update

Phase: Study/Planning

Project No.: 5135



Project Description

The scope of the work for this project consist primarily of updating the City Bicycle Master Plan, establishing the existing and proposed bicycle network within the city. Additionally, exploring recommendations for improving pedestrian safety.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: TBD

Project Updates

- City pursuing grant funding opportunities.

Sources	Budget	Expenditures	Balance
Fund 233	$75,000	-	$75,000
Fund 236	$75,000	-	$75,000
Balance	$150,000	-	$150,000
Uses			
Construction			
Fund 233	-	-	-
Fund 236	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Garfield Avenue and Monterey Road Traffic Signal and Garfield Avenue Signal & Bicycle Lane Improvements

Phase: Study/Planning

Project No.: 5131



Project Description

This project would evaluate the need for a traffic signal at the currently all-way stop-controlled intersection. The analysis would include a traffic study, impact analysis, public outreach, as well as coordination and potential cost sharing with the City of San Marino. This project would also consider potential bicycle lane implementation along portions of Garfield Avenue.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: JMDiaz, Inc.

Project Updates

- Study has been completed, and a traffic signal is warranted.
- Project pending coordination efforts with City of San Marino.

Sources	Budget	Expenditures	Balance
Fund 240	$100,000	$16,806	$83,194
Balance	$100,000	$16,806	$83,194
Uses			
Construction			
Fund 240	$17,314	$16,806	$508
Balance	$17,314	$16,806	$508

City of SOUTH PASADENA

As of: 4/9/2026

Orange Grove Avenue Traffic Enhancement Project

Phase: Study/Planning

Project No.: 5133



Project Description

This project evaluates various options to redesign southbound Orange Grove Avenue between Columbia Street and SR-110.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: Gibson Transportation Consulting, Inc.

Project Updates

- A comprehensive evaluation of existing roadway conditions and potential traffic calming measures are being assessed by Gibson consultant.
- Staff completed installation of short-term improvements including signing and striping.
- Staff finalizing traffic study.

Sources	Budget	Expenditures	Balance
Fund 240	$50,000	-	$50,000
Balance	$50,000	-	$50,000
Uses			
Construction			
Fund 240	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Fair Oaks SR-110 Interchange On/Off-Ramps

Phase: Study/Planning

Project No.: 2007



Project Description

This project is in a preliminary planning phase which includes environmental study and analysis of various design options for freeway ramps.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: TBD

Project Updates

- Staff evaluating funding allocation.

Sources	Budget	Expenditures	Balance
Fund 243	$1,500,000	-	$1,500,000
Balance	$1,500,000	-	$1,500,000
Uses			
Construction			
Fund 243	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026

Mission Maintenance & Slow Street

Phase: Study/Planning

Project No.: TBD



Project Description

This project aims to reconfigure Mission Street between Fair Oaks Avenue and Orange Grove Avenue to a three-lane configuration and install a class two bicycle lane connecting to existing bicycle lane east of Fair Oaks Avenue.

Project Data

Project Manager: Bassam AL-Beitawi

Designer/Contractor: TBD

Project Updates

- Preliminary concept plans have been developed and will be used during Design Phase.
- Staff to advertise RFP for design consultant Summer 2026.

Sources	Budget	Expenditures	Balance
Fund 104	-	-	-
Fund 327	$250,000	-	$250,000
Balance	$250,000	-	$250,000
Uses			
Construction			
Fund 104	-	-	-
Fund 327	-	-	-
Balance	-	-	-

City of SOUTH PASADENA

As of: 4/9/2026


City of
SOUTH
PASADENA
Water
1128

Westside Reservoir Design/Construction

Phase: Design

Project No.: 5110



Project Description

The Westside Reservoir Replacement Project will reconstruct the existing two-million-gallon reservoir at 821 Glen Place, originally built in 1963. The project includes a new reservoir, pump station, and related site improvements to enhance water reliability and system performance. Once complete, the updated facility will continue to provide essential storage and pressure for South Pasadena's largest water pressure zone, ensuring consistent delivery of potable water to the community.

Project Data

Project Manager: Anteneh Tesfaye

Designer/Contractor: AKD Consulting & UltraSystems Environmental, Inc.

Project Updates

- AKD Consulting is providing the projects (1) site civil master planning & (2) preliminary structural analysis and alternatives analysis support.
- UltraSystems at 80% complete for the project's environmental documentation. Anticipated delivery in the form of an Initial Study/Mitigated Negative Declaration (IS/MND) and inclusive of AB 52 Tribal Consultation Considerations.
- First community meeting conducted in Fall 2025 to introduce the project to the community.

Sources	Budget	Expenditures	Balance
Fund 500	$797,111	$231,889	$565,221
Balance	$797,111	$231,889	$565,221
Uses			
Design			
Fund 500	$262,219	$231,889	$30,329
Balance	$262,219	$231,889	$30,329

City of SOUTH PASADENA

As of: 4/9/2026

Funding Sources

101	General Fund
104	Street Improvement Fund
105	Facilities & Equipment Replacement Fund
108	North-South Corridor ITS Deployment Fund (former SR-110)
116	Special Projects Fund
205	Proposition A Local Return (Transit)
207	Proposition C Local Return (Transit)
209	Carlyle Library Bequest
210	Sewer Enterprise Fund
210	Sewer Contracted Maintenance Repairs (6501-8180)
213	SB2 Planning Grant
214	Rogan Federal Transportation Fund
228	Housing Authority
230	State Gas Tax
230	Street & Sidewalk Contracted Maintenance Repairs (6116-8180)
233	Measure R Local Return (Transportation)
234	Measure M Mat Cycle 1 Grant
236	Measure M Local Return (Transportation)
237	Road Maintenance & Rehabilitation (RMRA) SB1 Fund
238	Mobile Source Reduction Committee (MSRC) AQMD Grants
239	Measure W Local Return (Stormwater)
239	Storm Drain Contracted Maintenance Repairs (6011-8180)
240	Measure M Subregional Program (MSP) Fund
243	Measure R Mobility Improvement Program (MIP) Fund
245	Transportation Development Act (TDA) Fund
248	Potential Award
250	Metropolitan Water District Grant
251	LA Count Regional Park & Open Space District (RPOSD) Measure A
252	Proposition 68 2018 Parks Bond Act Per Capita Grant
255	Capital Growth
260	Community Development Block Grant (Federal)
270	Asset Forfeiture
275	Park Impact Fees Fund
277	Highway Safety Improvement Program
295	Golf Course Enterprise Fund
327	2000 Tax Allocation Bond Fund
500	Water Enterprise Fund
500	Water Contracted Maintenance Repairs (6710-8180)
503	Water Efficiency Fund ($.14/cubic unit of water sold)
710-LATIP	SR-710 Local Alternative Transportation Improvement Program Fund
Stables	San Pascual Stables CIP Fund

City Council Agenda Report

ITEM NO. 29

DATE: April 15, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **COUNCILMEMBER COMMUNICATIONS**