

CITY OF ARCADIA

City Council Regular Meeting Agenda



Tuesday, April 15, 2025, 7:00 p.m.

Location: City Council Chambers, 240 W. Huntington Drive, Arcadia

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》，需要调整或提供便利设施才能参加会议的残障人士（包括辅助器材或服务）可与市书记官办公室联系（电话：(626) 574-5455）。请在会前 48 小时通知市书记官办公室，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：(626) 574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

How to Submit Public Comment:

Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time and words allotted.

1. **In-Person:** Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting, or simply come to the podium when the Mayor asks for those who wish to speak. Speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. At the Mayor's discretion, the time limit may be shortened to allow speakers to address the City Council.

Electronic submission of Public Comment is also available via the City's website or by email as noted below. Public Comment submitted electronically will not be read into the record at the posted meeting time but are forwarded to the City Council prior to the meeting for consideration.

1. **Website:** Please submit your comments using our online public comment form at ArcadiaCA.gov/comment. Your comments must be received at least 30 minutes prior to the posted meeting time.
2. **Email:** Please submit your comments via email to CityClerk@ArcadiaCA.gov. Your comments must be received at least 30 minutes prior to the posted meeting time.

如何提交公众评论意见:

公众成员可以使用以下任何一种方法提交公众评论意见。请在时间和字数的限制范围内提交公众评论意见。

- 1. **亲自出席:** 填写一张发言人卡片, 注明议程项目编号, 然后在会议开始前提交给市书记官, 或者在市
长询问公众发言时, 直接到讲台上发言。发言者通常每人限时五 (5) 分钟; 如有时间调整, 将在公
众评论期间之前公告。根据市长的裁量权, 时间限制可能会缩短, 以便发言者向市议会发言。

亦可按照以下方法在本市网站上或通过电子邮件以电子方式提交公众评论意见。以电子方式提交的公众评论意见不会在公布的会议期间读入记录, 但会在会议开始前转交给市议会, 供市议会考虑。

- 1. **网站:** 请使用以下网站中刊载的在线公众评论意见表提交您的评论意见: ArcadiaCA.gov/comment。
必须在公布的会议时间前至少提前 30 分钟提交评论意见。
- 2. **电子邮件:** 请将您的评论意见通过电子邮件发送至: CityClerk@ArcadiaCA.gov。必须在公布的会议
时间前至少提前 30 分钟提交评论意见。

1. CALL TO ORDER

2. INVOCATION

Mohammad Ahad, Mosque of San Gabriel

3. PLEDGE OF ALLEGIANCE

Timothy Boyer, Marine Veteran and Arcadia Fire Captain

4. ROLL CALL OF CITY COUNCIL MEMBERS

Dr. Michael Cao, Mayor
 Sharon Kwan, Mayor Pro Tem
 Paul P. Cheng, Council Member
 David Fu, Council Member
 Eileen Wang, Council Member

5. REPORTS FROM CITY ATTORNEY REGARDING CLOSED/STUDY SESSION ITEMS

6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS

7. CITY COUNCIL REORGANIZATION

a. Presentations to outgoing Mayor Michael Cao, M.D.

Presentation by Director Maile Plan on behalf of Congresswoman Judy Chu

Presentation by District Representatives Carlos Arce and Elaine Pang on behalf of Senator Sasha Renée Pérez

Presentation by Field Representative Fion Lam on behalf of Assembly Member Mike Fong

Presentation by Field Deputy Vicky Paul on behalf of Supervisor Kathryn Barger

Presentation by Field Deputy Candy Ng on behalf of Assessor Jeff Prang

Presentation by Mayor Katherine Lee on behalf of the City of Alhambra

Presentation by Mayor Vinh T. Ngo from the City of Monterey Park

Presentation by President Raymond Cheung and Superintendent Dr. David Vannasdall on behalf of the Arcadia Unified School District

Presentation by Board President Sina Mohajer and CEO Karen Mac Nair on behalf of the Arcadia Chamber of Commerce

Presentation by President Sandra Chen Lau on behalf of the USC Arcadia Hospital Foundation

Presentation by President Susan Guo on behalf of the Arcadia Chinese Association

Presentation by Executive Director Donna Choi on behalf of the Downtown Arcadia Improvement Association

Presentation by First Vice President David Lee and Directors Angela Hui, Alice Wang, and MJ Finstrom on behalf of the Arcadia Performing Arts Foundation

Presentation by President Cheryl Alberg on behalf of the Arcadia Woman's Club

Presentation by Council Members John Griffin, Joan Schmidt, Linda Sells, and Shannon Currie on behalf of the Monrovia Arcadia Duarte Town Council

Presentation by Board Chair Roberta Preskill, Board Member Kay Kinsler, and Executive Director Jhoana Hirasuna on behalf of Foothill Unity Center, Inc.

Presentation by Mayor Pro Tem Sharon Kwan on behalf of the City of San Gabriel

Presentation of Gavel Plaque by Mayor Pro Tem Sharon Kwan on behalf of the City of Arcadia

Remarks by outgoing Mayor Michael Cao, M.D.

b. Presentations to incoming Mayor Sharon Kwan

Presentation by Director Maile Plan on behalf of Congresswoman Judy Chu

Presentation by District Representatives Carlos Arce and Elaine Pang on behalf of Senator Sasha Renee Perez

Presentation by Field Representative Fion Lam on behalf of Assembly Member Mike Fong

Presentation by Field Deputy Vicky Paul on behalf of Supervisor Kathryn Barger

Presentation by Field Deputy Candy Ng on behalf of Assessor Jeff Prang

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Presentation by Board Chair Roberta Preskill, Board Member Kay Kinsler, and Executive Director Jhoana Hirasuna on behalf of Foothill Unity Center, Inc.

Presentation by Mayor Pro Tem Eileen Wang on behalf of the City of San Gabriel

c. Administration of the oath of office to Mayor Sharon Kwan

Remarks by Mayor Sharon Kwan

d. Administration of the oath of office to Mayor Pro Tem Eileen Wang

Remarks by Mayor Pro Tem Eileen Wang

e. Remarks by members of the City Council

8. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council) speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the City Council.

You are hereby advised that should you desire to legally challenge in court or in an administrative proceeding any action taken by the City Council regarding any public hearing item, you may be limited to raising only those issues and objections you or someone else raised at the public hearing or in written correspondence delivered to the City Council at, or prior to, the public hearing.

a. Resolution No. 7628 establishing and adjusting various fees for City services.

CEQA: Not a Project

Recommended Action: Adopt

9. PUBLIC COMMENTS (5-minute time limit each speaker)

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Speakers are generally limited to five (5) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

10. REPORTS FROM MAYOR AND CITY COUNCIL (including reports from the City Council related to meetings attended at City expense [AB 1234]).

11. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Regular Meeting Minutes of April 1, 2025.
CEQA: Not a Project
Recommended Action: Approve
- b. Ordinance No. 2401 related to Text Amendment No. TA 24-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to Accessory Dwelling Units, the Residential Flex Overlay, and other minor text amendments and cleanups with a categorical exemption from the California Environmental Quality Act ("CEQA").
CEQA: Exempt
Recommended Action: Adopt
- c. Ordinance No. 2402 related to Text Amendment No. TA 25-01 adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee.
CEQA: Exempt
Recommended Action: Adopt
- d. Ordinance No. 2404 amending the Arcadia Municipal Code by adding a Part 10 to Chapter 2 of Article II (Administration Code) to establish the Arcadia Health Commission.
CEQA: Not a Project
Recommended Action: Introduce
- e. Resolution No. 7622 amending Resolution No. 7598 establishing compensation and related benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees for July 1, 2024, through June 30, 2027 (Human Resources Associate).
CEQA: Not a Project
Recommended Action: Adopt
- f. Resolution No. 7624 authorizing submittal of the Fiscal Year 2024-25 Transportation Development Act – Article 4 Claim Forms to receive capital and operating funds for Arcadia Transit.
CEQA: Not a Project
Recommended Action: Adopt
- g. Resolution No. 7626 terminating the Proclamation of Local Emergency regarding the January 2025 Windstorm and Eaton Fire.
CEQA: Not a Project
Recommended Action: Adopt

- h. Agreement with AdminSure, Inc. for Workers' Compensation Third-Party Claims Administration Services in the amount of \$582,312 for a five-year period, from July 1, 2025, through June 30, 2030.
CEQA: Not a Project
Recommended Action: Approve
- i. Extension to the Professional Services Agreement with Los Angeles Centers for Alcohol and Drug Abuse for Homeless Case Management/Housing Navigation Services in an amount not to exceed \$280,035.
CEQA: Not a Project
Recommended Action: Approve
- j. Change Order to the Contract with General Pump Company, Inc. for the removal and replacement of the Baldwin Booster Pump D Project in the amount of \$23,039.65.
CEQA: Not a Project
Recommended Action: Approve
- k. Change Order to increase the Purchase Order with Wittman Enterprises, LLC for Ambulance Billing and Collection Services in the amount of \$71,000.
CEQA: Not a Project
Recommended Action: Approve
- l. Reject all bids received for the Downtown Lighting Improvement Project and direct staff to re-bid the Project.
CEQA: Not a Project
Recommended Action: Approve

12. ADJOURNMENT

The City Council will adjourn this meeting to Tuesday, May 6, 2025, 6:00 p.m. in the City Council Conference Room.

Welcome to the Arcadia City Council Meeting!

The City Council encourages public participation, and invites you to share your views on City business.

MEETINGS: Regular Meetings of the City Council are held on the first and third Tuesday of each month at 7:00 p.m. in City Council Chambers. A full City Council agenda packet with all backup information is available at City Hall, the Arcadia Library, and on the City's website at www.ArcadiaCA.gov. Copies of individual Agenda Reports are available via email upon request (CityClerk@ArcadiaCA.gov). Documents distributed to a majority of the City Council after the posting of this agenda will be available for review at the Office of the City Clerk, 240 W. Huntington Drive, Arcadia, California. Live broadcasts and replays of the City Council Meetings are on cable television. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

PUBLIC PARTICIPATION: Your participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the City Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane, or disruptive remarks. Where possible, please submit a **Speaker Card** to the City Clerk prior to your comments, or simply come to the podium when the Mayor asks for those who wish to speak, and state your name and address (optional) for the record. Please provide the City Clerk with a copy of any written materials used in your address to the City Council as well as 10 copies of any printed materials you would like distributed to the City Council. The use of City equipment for presentations is not permitted.

MATTERS NOT ON THE AGENDA should be presented during the time designated as "PUBLIC COMMENTS." In general, each speaker will be given five (5) minutes to address the City Council; however, the Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers time to address the City Council. **By State law, the City Council may not discuss or vote on items not on the agenda. The matter will automatically be referred to staff for appropriate action or response or will be placed on the agenda of a future meeting.**

MATTERS ON THE AGENDA should be addressed when the City Council considers that item. Please indicate the Agenda Item Numbers(s) on the **Speaker Card**. Your name will be called at the appropriate time and you may proceed with your presentation within the five (5) minute time frame. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council.

PUBLIC HEARINGS AND APPEALS are items scheduled for which public input is either required or desired. Separate and apart from the applicant (who may speak longer in the discretion of the City Council), speakers shall be limited to five (5) minutes per person. The Mayor, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the City Council. The applicant may additionally submit rebuttal comments.

AGENDA ITEMS: The Agenda contains the regular order of business of the City Council. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the City Council can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine by the City Council and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the City Council, Staff, or the public so requests. In this event, the item will be removed from the Consent Calendar and considered and acted on separately.

DECORUM: While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including but not limited to, conduct that prevents other members of the audience from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting are expected to adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age. The Chief of Police, or such member or members of the Police Department, shall serve as the Sergeant-at-Arms of the City Council meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. Any person who violates the order and decorum of the meeting may be placed under arrest and such person may be prosecuted under the provisions of Penal Code Section 403 or applicable Arcadia Municipal Code section.

欢迎参加阿凯迪亚市议会会议！

市议会鼓励公众参与，并邀请您分享对城市管理的看法。

会议：市议会定期会议于每个月第一个和第三个星期二下午七时在市议会会议厅举行。在市政厅、阿凯迪亚图书馆和市政府网站 (www.ArcadiaCA.gov) 可以找到包含所有相关信息的完整市议会议程。单独的议程报告可应请求通过电子邮件索取 (CityClerk@ArcadiaCA.gov)。至于在发布该议程后向市议会多数成员分发的文件，公众可在阿凯迪亚市书记官办公室查阅，地址：240 W. Huntington Drive, Arcadia, California。市议会会议实况将通过有线电视进行现场直播和回放。如在以往的通知中所提示，如果您参加这次公开会议，您的图像和/或声音可能被录下并播出。

公众参与：市议会欢迎并邀请您参加市议会的所有会议。在每次定期会议上都为那些希望在会上发言的市民留出时间。市政府要求在市议会发言的人杜绝个人攻击、诽谤、亵渎或破坏性言论。如有可能，请在发表意见之前向市书记官提交一张**发言卡**，亦可在市长宣布自由发言时直接上台发言，并说出您的姓名和地址（如果您愿意），以便制作会议记录。请向市书记官提供一份您在发言中使用的任何书面材料，以及 10 份您希望分发给市议会的任何印刷材料。不允许把市政府设备用于准备发言内容。

议程之外的事项应当在指定的“公众评议”时间提出。在一般情况下，每位发言者将有五（5）分钟时间向市议会陈述意见，但市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。**根据州法，市议会不得讨论或表决未列入议程的事项。此类事项将自动转给工作人员采取适当行动或作出回应，或将其列入未来会议的议程。**

列入议程的事项应当在市议会审议该事项时讨论。请在**发言卡**上标明事项的议程编号。在适当的时间会叫到您的名字，您可以在五（5）分钟时限内发言。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。

公开听证和上诉是为需要或希望征求公众意见的事项安排的日程。除申请人外（市议会可酌情决定延长申请人的发言时间），每位发言人的发言不得超过五（5）分钟。市长可酌情缩短发言时限，以便让所有希望发言的人都有机会发言。申请人还可以另外提交反驳意见。

议程事项：议程包含市议会的例行议题。一般而言，由市政府工作人员在会议前对议程中的事项进行审查和调查，以便市议会在作出决定之前能够充分了解情况。

同意日历：在同意日历上列出的事项被市议会视为例行公事，并将通过一项动议采取行动。除非市议员、工作人员或公众提出请求，否则不会对这些事项进行单独讨论。如果有人提出请求，该事项将从同意日历中删除，单独进行审议和采取行动。

行为规范：尽管市民可对市政府的政策和市议会或其成员的行动或拟议行动自由地提出批评，但不得出现干扰会议正常秩序的行为，包括但不限于在别人的发言时间内阻止别人发言，或妨碍公众听到发言内容或看到议程进展状况。市民亦不得威胁进行身体伤害或以可能被合理理解为作出身体伤害紧迫威胁的方式行事。所有出席会议的人都必须遵守市政府的反骚扰政策，禁止基于个人种族、宗教信仰、肤色、原国籍、祖籍、身体残障、疾病、婚姻状况、性别、性取向或年龄骚扰他人。警察局长或警察局其他成员将担任维持市议会会议秩序的保安官。保安官将执行会议主持人的一切命令和指示，以维持会议秩序和行为规范。对任何违反会议秩序和行为规范的人可执行拘捕，并可能根据《刑法典》第 403 条或《阿凯迪亚市政法典》相关条款提出起诉。



STAFF REPORT

Administrative Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Henry Chen, Administrative Services Director

SUBJECT: RESOLUTION NO. 7628 ESTABLISHING AND ADJUSTING VARIOUS FEES FOR CITY SERVICES
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

On July 21, 2020, the City Council approved a User Fee Cost Recovery Level Policy (“User Fee Policy”), which provides guidance on cost recovery levels and update frequency. The policy states that the User Fee Schedule will be adjusted annually by the higher of general increases to total labor costs, or the Consumer Price Index for the Los Angeles Urban Wage Earners and Clerical Workers (“CPI-W”), to ensure that fee rates and cost recovery levels are maintained over time.

Staff performed the calculation based on the general increase in total labor costs and reviewed the new fees with each department. Some adjustments were made by the department to reflect their discretion, market conditions, and other factors for the calculated new fees. Some fees that the City charges are based on fees charged by outside agencies and those changes have been reflected in the proposed fees as well.

The proposed resolution would add 2 new fees, increase 538 fees, reduce 4 fees, and leave 150 fees unchanged. Upon implementation, the fees would increase revenues Citywide by approximately \$147,000 annually. It is recommended that the City Council conduct a public hearing and adopt Resolution No. 7628 to adjust user fees for the City of Arcadia.

BACKGROUND

The City’s Citizens Financial Advisory Committee (“CFAC”) recommended that the City retain consultant services to assist in preparing a detailed cost analysis of the City’s productive hourly rates and user fees; and to adopt a User Fee Policy to provide guidance on the appropriate levels of cost recovery for fee-based activities. The objective was to ensure that the City is fully accounting for the costs and recovering

adequate fees for providing those services. The City hired Willdan Financial Services (“Willdan”) to prepare an updated user fee schedule. Willdan’s focus was to ensure that the City is utilizing comprehensive overhead rates and accurately accounting for the true cost of providing various programs and services within City operations. Their report identified the recommended charges for City services and the recommended level of cost recovery, determined through discussions with City staff and the City’s User Fee Policy, adopted on July 21, 2020.

The User Fee Policy provides guidance on the appropriate levels of cost recovery for fee-based activities. This policy served as a general framework for developing specific user fee recommendations. The philosophy behind the policy and recommended cost recovery level policies are provided below:

1. **Communitywide vs. Private Benefit:** The use of taxpayer dollars is appropriate for services that benefit the community such as Police Patrol services. When the service or program provides a benefit to specific individuals or groups such as the issuance of building permits, it is common for the individual(s) receiving that benefit to pay for the full cost of that service.
2. **Service Recipient vs. Service Driver:** The concept of the service recipient vs. service driver is particularly important for regulated activities such as development review and public issued permits. Although the community primarily benefits, 100% cost recovery from the “driver” of the need for service is appropriate such as a building permit or Fire Code occupancy permit.
3. **Consistency with City Goals and Policies:** City policies and City Council goals related to the community’s quality of life may also be factors in setting cost recovery levels. For example, fee levels can be set to promote healthy habits, facilitate environmental stewardship (e.g., encouraging solar panel installations), or discourage certain actions (e.g., false alarms).
4. **Elasticity of Demand for Services:** The level of cost recovery can affect the demand for services. A higher level of cost recovery could ensure the City provides services such as recreational classes or summer camps for children and youth, without over-stimulating the market with artificially low prices. Such low prices, which reflect a high General Fund subsidy, may attract participants from other cities or crowd out private options for the same service. However, high-cost recovery levels could negatively impact the demand for such services to low-income individuals, children, or seniors.
5. **Availability of Services from the Private Sector:** High-cost recovery levels are generally sought in situations where the service is available from other sources to preserve taxpayer funds for core City services. Conversely, services that are not available from other sources and are typically unavoidable and primary governmental services typically have low or zero cost recovery levels.

Resolution No. 7628 Adjusting Various City Fees

April 15, 2025

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The table below overlays certain cost recovery levels grouped in High (70.1% to 100%), Medium (30.1% to 70%), and Low (0% to 30%) cost recovery percentage ranges. It is important to note that these groupings provide policy guidance and are not absolute. Overall, the proposed fees in this study generally follow these patterns.

COST RECOVERY LEVELS	COST RECOVERY PERCENTAGE RANGE	POLICY CONSIDERATIONS	FEE EXAMPLES
HIGH	70.1% - 100%	<ul style="list-style-type: none"> Individual users or participants receive most or all the benefit of the service. Other private or public sector alternatives provide the service. The use of the service is specifically discouraged. The service is regulatory in nature 	Business Licenses & Permits Building & Planning Fees Attorney Fees Fire Code Fees Street Fees Parking Fees
MEDIUM	30.1% - 70%	<ul style="list-style-type: none"> Services having factors associated with the Low and High-cost recovery levels 	Paramedic Membership Weed Abatement
LOW	0% - 30%	<ul style="list-style-type: none"> No intended relationship between the amount paid and the benefit received. Fee collection would not be cost effective and/or would discourage compliance with regulatory requirements. No intent to limit the use of the service. Public at large benefits even if they are not the direct users of the service. Affordability of service to low-income residents/seniors 	Recreation Fees (Classes) Library Fees (Programs) Facility Rentals

DISCUSSION

For Fiscal Year 2025-26, staff have taken the fees from the prior fiscal year and, according to the User Fee Policy, adjusted them based on the general increases to labor costs. The general increase in labor costs will be 6% next fiscal year based on the current labor agreements, and that is the factor being used to adjust the proposed fees. The calculated fees were then provided to each department for their review. Based on each individual department's analysis, some fees were further adjusted to reflect market conditions or other policy considerations.

Two new fees are proposed to be added to the fee schedule, which can be found in the Fire Department and the Recreation and Community Services Department. The new Fire Department fee is for providing standby Basic Life Support (BLS) ambulance services at public events in the City. This will reduce costs for some event organizers, since today, the price is set for an advanced life support (ALS) unit, which is considerably more costly. The Recreation and Community Services Department is adding a rental fee for a half-ballroom rental instead of a full room rental to meet the demand from the community. Again, this could lower costs for users.

The proposed resolution would add 2 new fees, increase 538 fees, reduce 4 fees, and leave 150 fees unchanged. Upon implementation, the increased fees are projected to increase revenues by approximately \$147,000 annually. It is recommended that the City Council conduct a public hearing and adopt Resolution No. 7628, establishing and adjusting various fees for the City of Arcadia.

PUBLIC COMMENTS/NOTICE

Consideration of Resolution No. 7628 requires a public hearing, which, per Resolution No. 7483, was noticed to the public by posting at the City Council Chambers, City Clerk's Office, the Public Library, and the City's website, beginning on April 3, 2025. As of the time this report was written, no comments have been received.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

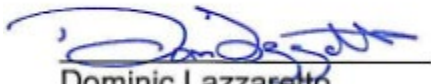
Projecting the fiscal impact of new fees is highly difficult due to the demand-based nature of fees, which fluctuates widely. Nonetheless, a calculation has been created based on percentage increases/decreases proposed in key fee categories. The fiscal impact from the fee adjustments is estimated to generate an additional \$147,000 of

revenue annually. The new fees will be reflected in the proposed Fiscal Year 2025-26 budget and would go into effect on July 1, 2025.

RECOMMENDATION

It is recommended that the City Council find that the proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7628 establishing and adjusting various fees for City services.

Approved:



Dominic Lazzaretto

City Manager

Attachment: Resolution 7628 (includes updated User Fee Schedule as Exhibit “A” to the Resolution)

RESOLUTION NO. 7628

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,
CALIFORNIA, ESTABLISHING AND ADJUSTING VARIOUS FEES FOR
CITY SERVICES

WHEREAS, California State law authorizes the City of Arcadia to collect fees and charges for services, provided such fees and charges do not exceed the reasonable cost of providing the service; and

WHEREAS, the City Council of the City of Arcadia has established certain fees and charges for services provided by the City of Arcadia; and

WHEREAS, the City Council desires to adjust certain fees and charges based upon review of said fees and charges; and

WHEREAS, the City Council has determined that such fees and charges shall be based on reasonable costs to the City for providing said services and updated annually by a CPI factor; and

WHEREAS, the City of Arcadia held a duly noticed Public Hearing to provide public input and review concerning adjustments in rates for said services.

NOW, THEREFORE, the City Council of the City of Arcadia does hereby resolve as follows:

SECTION 1. The establishment and adjustment of fees is statutorily exempt from the California Environmental Quality Act ("CEQA"), pursuant to Section 15273 of the CEQA Guidelines (Sections 21080(b)(8) and 21082, Public Resources Code).

SECTION 2. Based on a cost allocation study performed by each City department, the fees set forth in this Resolution are necessary for the purposes set forth in this Resolution. Said fees do not exceed the estimated costs for providing the

applicable service or programs; and the fees are not being imposed for general revenue purposes, but instead for full or partial recovery of the costs of providing said services and programs. Said fees are to cover the costs of various services and programs set forth in the Fee Schedule, attached hereto as Exhibit "A".

SECTION 3. The City Council hereby adopts the Fee Schedule, attached hereto as Exhibit "A".

SECTION 4. Any fees adopted prior to the adoption of this Resolution which are inconsistent herewith are hereby repealed, effective upon the date the fees set forth in Exhibit "A" take effect.

SECTION 5. This Resolution shall become effective April 15, 2025.

SECTION 6. All User Fees, including without limitation development fees, shall be imposed and collected commencing July 1, 2025.

SECTION 7. The City Clerk shall certify the adoption of this Resolution.

[SIGNATURES ON THE NEXT PAGE]

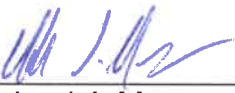
Passed, approved and adopted this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

Exhibit "A"

MISCELLANEOUS FEES - CITYWIDE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	ARCADIA TRANSIT DIAL-A-RIDE (RESIDENTS ONLY)					
1	Seniors/Disabled single one-way trip	\$ 0.50		Low		\$ 0.50
2	Seniors/Disabled Reduced fare monthly pass	\$ 5.00		Low		\$ 5.00
	ARCADIA TRANSIT FIXED ROUTE (GENERAL PUBLIC)					
3	General Public single one-way trip	\$ 0.50		Low		\$ 0.50
4	Seniors/Disabled single one-way trip	-		Low	Free fare for seniors and disabled persons on the fixed route.	-
	PHOTOCOPIING FEES (MATERIALS REPRODUCED BY THE CITY)					
5	First 25 pages	Free	per page	Low	For any single document	Free
6	Every page after 25 page	\$ 0.11	per page	High	For any single document	\$ 0.11
	RETURNED CHECKS/INSUFFICIENT FUNDS					
7	Non-Sufficient Check - 1st check passed	\$ 25.00	per returned item	High		\$ 25.00
8	Non-Sufficient Check - subsequent check to that payee passed in insufficient funds	\$ 35.00	per returned item	High		\$ 35.00

CITY MANAGER

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
CITY CLERK DUPLICATION SERVICES						
1	Municipal Code	Available for purchase on City's website through Municipal Code Corporation		High		Available for purchase on City's website through Municipal Code Corporation
2	Copies of City Documents - First 25 pages	Free		High		Free
3	Copies of City Documents - Every page thereafter	\$ 0.11	per page	High		\$ 0.12
4	DVD Duplication of City Council Meetings	Actual cost		High		Actual cost
CITY ATTORNEY FEES						
5	Subpoena for Records	\$ 15.00		High	Set by CA EVIDENCE CODE 1563.6	\$ 15.00
6	Employee Witness Fees (Subpoena)	\$ 275.00		High	Set by CA GOV CODE 68097.2	\$ 275.00
7	Recovery of Attorney Fees in any action, administrative proceeding or special proceeding to abate a public nuisance	Actual Cost		High		Actual Cost
8	City Attorney Pass Through Fees	City Attorney Private Law rate minus a 10%		High		City Attorney Private Law rate minus a 10%
9	Flashdrive	\$ 5.75		High		\$ 6.00
10	Notary Fee	\$ 15.00		High	Set by CA GOV CODE 8211	\$ 15.00
11	Special Event Application	\$ 662.00		High		\$ 702.00

CODE SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	ADMINISTRATIVE CITATIONS					
1	First Violation (AMC Violation Only)	\$ 100.00		High	Set by AMC Section 1200(b)	\$ 100.00
2	Second Violation (within 24 months)	\$ 200.00		High	Set by AMC Section 1200(b)	\$ 200.00
3	Third and subsequent Violations (within 24 months)	\$ 500.00		High	Set by AMC Section 1200(b)	\$ 500.00
4	Delinquent Fines	10% surcharge		High		10% surcharge
5	Interest on Delinquent Fines	1/2 of 1% per month, pro rata		High		1/2 of 1% per month, pro rata
6	Non-Operating Property Annual Registry Fee	\$ 1,522.00		High		\$ 1,613.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	APPEALS					
1	Building Code Appeal	\$ 806.00		High		\$ 854.00
	BUILDING PERMIT FEES					
2	Issuing Fee	\$ 63.00		High		\$ 67.00
3	Accessibility Review (ADA) Fees for Building Permit issuance	10% Increase to base Building Permit Cost		High		10% Increase to base Building Permit Cost
4	Accessibility Review (ADA) Fees for Building Permit issuance	15% Increase to base Plan Check Cost		High		15% Increase to base Plan Check Cost
	Other Inspections					
5	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
6	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
7	For Inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00
	PLAN REVIEW FEES					
8	When plans are required to be submitted by the Building Code, a plan review fee equal to 65 percent of the building permit fee shall be paid at the time of submitting plans and specifications for review.	65% of Building Permit Fee		High		65% of Building Permit Fee
9	When approved plans are revised, a supplemental plan review fee shall be paid to the City based on an hourly rate, with a minimum charge of one (1) hour. If the review is conducted by an external City plan check consultant, the fee shall be the actual cost of the review.	\$ 151.00	per hour	High		\$ 160.00
10	When plans are required to be submitted for compliance with the State Energy Conservation Regulations, an energy plan review fee equal to 20 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	20% of Building Permit Fee		High		20% of Building Permit Fee
11	When plans are required to be submitted for new commercial, industrial and multiple family buildings, a fire department plan review fee equal to 9.75 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	9.75% of Building Permit Fee		High		9.75% of Building Permit Fee

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
12	When plans are required to be submitted for compliance with the California Green Building Code Regulations, a Cal Green plan review fee equal to 10 percent of the total plan check fee shall be paid at the time of submitting the plans and specifications of review	10% of the total Plan Check Fee		High		10% of the total Plan Check Fee
13	WELO (Water Efficiency Landscape Ordinance), plan check fee by outside consultants	Actual Cost		High	Actual cost of review by outside plan check consultant.	Actual Cost
14	WELO Plan Check Fee	Actual Cost		High	Actual cost of inspection by outside plan check consultant.	Actual Cost
15	WELO Issuance fee	\$ 63.00		High		\$ 67.00
GRADING PLAN REVIEW AND PERMIT FEES						
16	Issuing Fee	\$ 63.00		High		\$ 67.00
PLUMBING PERMIT FEES						
17	Issuance fee, per permit	\$ 63.00		High		\$ 67.00
Unit Fee Schedule						
18	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)	\$ 17.00		High		\$ 18.00
19	For each building sewer connection on property, including for each dwelling unit in a multiple-family development	\$ 41.00		High		\$ 43.00
20	Rainwater systems, per drain (inside building)	\$ 17.00		High		\$ 18.00
21	For each private sewage disposal system (where permitted)	\$ 124.00		High		\$ 131.00
22	For each water heater and/or vent	\$ 20.00		High		\$ 21.00
23	For each gas piping system of one to five outlets	\$ 20.00		High		\$ 21.00
24	For each gas piping system over five outlets, per outlet	\$ 4.75		High		\$ 5.00
25	For each interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$ 34.00		High		\$ 36.00
26	For installation, alteration, or repair of water service. Piping and or water piping to one (1) fixture	\$ 17.00		High		\$ 18.00
27	For repiping an existing domestic water supply and distribution system	By building permit value		High		By building permit value
28	For repair or alteration of drainage or vent piping, each fixture	\$ 17.00		High		\$ 18.00
29	For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$ 24.00		High		\$ 25.00
30	For atmospheric-type vacuum breakers not included in items 1: 1 to 5	\$ 11.00		High		\$ 12.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
31	For atmospheric-type vacuum breakers not included in items 1: over 5, each	\$ 2.30		High		\$ 2.40
32	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches or smaller	\$ 20.00		High		\$ 21.00
33	For each backflow protective device other than atmospheric-type vacuum breakers: over 2 inches	\$ 41.00		High		\$ 43.00
34	For each swimming pool piping (including spas and hot tubs)	\$ 36.00		High		\$ 38.00
35	For each swimming pool "P" trap	\$ 11.00		High		\$ 12.00
36	For each swimming pool, spa and hot tub water heater (including gas piping)	\$ 51.00		High		\$ 54.00
37	For each sewer cap and/or cesspool fill	\$ 20.00		High		\$ 21.00
	Other inspections					
38	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
39	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
40	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High	2 Hour Minimum	\$ 153.00
	PLUMBING PLAN REVIEW FEES					
41	For plumbing plans which require plan review, a plan review fee equal to 65 percent of the plumbing permit fee shall be paid to the Building Official at the time plans are submitted for review.	65% of Plumbing Permit Fee		High		65% of Plumbing Permit Fee
	ELECTRICAL PERMIT FEES					
42	Issuance fee, per permit	\$ 63.00		High		\$ 67.00
	Services					
43	For residential service of 600 volts or less and not over 400 amps in rating, including on meter each for residential service of 600 volts or less and over 400 amps in rating, including one (1) meter	\$ 24.00		High		\$ 25.00
44	For residential service of 600 volts or less, and over 400 amps in rating, including one (1) meter	\$ 67.00		High		\$ 71.00
45	For one commercial service 200 amps or less, including one meter each	\$ 42.00		High		\$ 45.00
46	For each commercial service 200 amps to 1,000 amps, including one meter each	\$ 72.00		High		\$ 76.00
47	For commercial services over 600 volts or over 1,000 amps in rating, including one meter each	\$ 144.00		High		\$ 153.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
48	For each additional meter	\$ 20.00		High		\$ 21.00
49	For each distribution panel	\$ 25.00		High		\$ 27.00
	New Residential Construction					
50	For each new single, duplex and multiple-family dwelling for each square foot of gross floor area	\$ 0.09		High		\$ 0.10
51	For buildings accessory to new residential buildings constructed in conjunction with those residential buildings for each square foot of gross floor area.	\$ 0.08		High		\$ 0.08
	Other Construction					
52	For receptacle, switch, lighting outlets: First 20, each	\$ 2.25		High		\$ 2.40
53	For receptacle, switch, lighting outlets: Additional, each	\$ 1.45		High		\$ 1.50
54	For lighting fixtures, sockets or other lamp devices: First 20, each	\$ 2.25		High		\$ 2.40
55	For lighting fixtures, sockets or other lamp devices: Additional, each	\$ 1.45		High		\$ 1.50
56	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: First 6	\$ 35.00		High		\$ 37.00
57	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: Additional, each	\$ 9.00		High		\$ 10.00
58	For fixed residential appliances or receptacle outlets for same, not exceeding 1 hp in rating, each	\$ 9.00		High		\$ 10.00
59	For nonresidential appliances and self-contained factory wired appliances not exceeding 1 hp, kw, or kva, each	\$ 9.00		High		\$ 10.00
60	For electrical apparatus, conduits and conductor for which a permit is required, but for which no fee is specified, each	\$ 20.40		High		\$ 22.00
	POWER SCHEDULE					
	For motors, generators, transformers, rectifiers, converters, capacitors, industrial heating, air conditioning and heat pumps, cooking or baking equipment and other apparatus, as follows:					
	Rating in hp, kw, kva or kvar:				For equipment having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment	

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
61	Up to and including 1, each	\$ 10.00		High		\$ 11.00
62	Over 1 and not over 10, each	\$ 20.00		High		\$ 21.00
63	Over 10 and not over 50, each	\$ 34.00		High		\$ 36.00
64	Over 50 and not over 100, each	\$ 56.00		High		\$ 59.00
65	Over 100, each	\$ 89.00		High		\$ 94.00
	BUS WAYS					
66	For trolley and plug-in bus ways, each 100 feet or fraction thereof	\$ 12.00		High		\$ 13.00
	SIGNS				The fee for filing an application for a sign permit shall be the same as required for a building of equivalent valuation and shall also include a plan check fee which shall be 50% of the permit fee.	
67	For one sign, outline lighting and marquee supplied from one branch circuit, each	\$ 84.00		High		\$ 89.00
68	For additional branch circuits, each Carnivals, Christmas Tree Lots, Sales Lots, Etc.	\$ 8.00		High		\$ 8.00
69	For electric generators and electrically driven rides, each	\$ 20.00		High		\$ 21.00
70	For mechanically driven rides and walk through attractions with lighting, each	\$ 10.00		High		\$ 11.00
71	For a system supplying booth lighting, each	\$ 10.00		High		\$ 11.00
72	For Christmas tree lots, sales lots, etc., each	\$ 41.00		High		\$ 43.00
	TEMPORARY POWER					
73	For temporary service pole or pedestal installed in conjunction with temporary buildings, each	\$ 71.00		High		\$ 75.00
74	For temporary service pole and one distribution system for construction sites, each	\$ 41.00		High		\$ 43.00
75	For additional distribution panels installed in conjunction with temporary power poles, each	\$ 20.00		High		\$ 21.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SWIMMING POOLS, HOT TUBS, ETC.					
76	For not more than one sub-panel, three motors, integral lighting fixtures and all wiring and lighting for operation of same	\$ 96.00		High		\$ 102.00
	ELECTRICAL PLAN REVIEW FEES					
77	For electrical plans that require plan review, a plan review fee equal to 65 percent of the electrical permit fee shall be paid to the Building Official at the time plans are submitted for plan review.	65% of Electrical Permit Fee		High		65% of Electrical Permit Fee
	MECHANICAL PERMIT FEES					
78	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	Unit Fee Schedule					
79	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$ 24.00		High		\$ 25.00
80	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h	\$ 35.00		High		\$ 37.00
81	For the installation or relocation of each floor furnace, including vents	\$ 24.00		High		\$ 25.00
82	For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater	\$ 22.00		High		\$ 23.00
83	For the installation, relocation or replacement of each appliance vent installed and not included in any appliance permit	\$ 11.00		High		\$ 12.00
84	For the regular repair of, alteration of, or addition to each heating appliance refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by this code	\$ 24.00		High		\$ 25.00
85	For the installation or relocation of each boiler or compressor to and including 3 horsepower, or each absorption system to and including 10,000 Btu/h	\$ 24.00		High		\$ 25.00
86	For the installation or relocation of each boiler or compressor over 3 horsepower to and including 15 horsepower or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$ 45.00		High		\$ 48.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
87	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or each absorption system over 500,000 Btu/h and including 1,000,000 Btu/h	\$ 69.00		High		\$ 67.00
88	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower or each absorption system over 1,000,000 Btu/h and including 1,750,000 Btu/h	\$ 94.00		High		\$ 100.00
89	For the installation or relocation of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000 Btu/h	\$ 156.00		High		\$ 165.00
90	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	\$ 18.00		High	This fee shall not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this Code	\$ 19.00
91	For each air-handling unit over 10,000 cubic feet per minute, including ducts attached thereto	\$ 31.00		High		\$ 33.00
92	For each evaporative cooler other than portable type	\$ 18.00		High		\$ 19.00
93	For each ventilation fan connected to a single duct	\$ 11.00		High		\$ 12.00
94	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$ 18.00		High		\$ 19.00
95	For the installation of each kitchen hood, which is served by mechanical exhaust, including ducts for such hood	\$ 18.00		High		\$ 19.00
96	For the installation or relocation of each domestic-type incinerator	\$ 31.00		High		\$ 33.00
97	For the installation or relocation of each commercial or industrial-type incinerator	\$ 124.00		High		\$ 131.00
98	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this Code	\$ 18.00		High		\$ 19.00
99	For the installation of ducts to an existing comfort heating/cooling system, per system	\$ 12.00		High		\$ 13.00
100	For the installation of a factory built fireplace, including ducts attached thereto	\$ 18.00		High		\$ 19.00
	Other Inspections					
101	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
102	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
103	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	MECHANICAL PLAN REVIEW FEES					
104	For mechanical plans that require plan review, a plan review equal to 65 percent of the mechanical permit fee shall be paid to the Building Official at the time plans are submitted for plan review	65% of the Mechanical Permit Fee		High		65% of the Mechanical Permit Fee
	RELOCATION AND REMOVAL FEES					
105	A relocation examination fee is established in the amount of \$14.10 for each one hundred (100) square feet or fraction thereof of floor space, whether usable or not, contained within the building proposed to be relocated.	\$ 18.00	each one hundred sq ft	High		\$ 19.00
	Relocation Permit Fee					
106	Relocation permit fee shall be \$22.65 per one thousand dollars (\$1000.00) valuation, or fraction thereof of the building to be relocated. For the purpose of computing such fee, valuation shall include the reasonable cost of moving such structure and the reasonable value of all new construction, alterations, additions, repairs, replacements and foundations in connection therewith.	\$ 29.00	per one thousand dollars valuation	High		\$ 31.00
107	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	Removal Permit Fee (Export)					
108	The fee for filing an application for a removal permit shall be \$296.65 (route inspection fee and owner and mover bonds shall also be collected).	\$ 398.00		High		\$ 422.00
109	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	DEMOLITION PERMIT FEES					
110	500 square feet or less	\$ 34.00		High		\$ 36.00
111	501 to 1,000 cubic yards	\$ 63.00		High		\$ 67.00
112	1,001 to 3,000 cubic yards	\$ 104.00		High		\$ 110.00
113	3,001 to 10,000 cubic yards	\$ 177.00		High		\$ 188.00
114	10,001 square feet or more	\$ 352.00		High		\$ 373.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SWIMMING POOL PERMIT AND PLAN REVIEW FEES					
115	The fee for filing an application for a swimming pool permit and plan review shall be the same as required for a building of equivalent valuation.	Valuation Based	per perimeter foot	High		Valuation Based
116	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	SOLID WASTE MANAGEMENT FEE					
117	For the issuance of each building, demolition and reroofing permit	\$ 7.00		High		\$ 7.00
118	For the issuance of each electrical, plumbing, mechanical, sign, fire extinguishing, swimming pool and spa, fire alarm, grading and masonry wall permit	\$ 1.00		High		\$ 1.00
	OTHER INSPECTIONS					
119	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
120	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
121	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00
	PARK FACILITIES IMPACT FEES (Resolution No. 6602, 01-15-08)					
122	Single Family Projects	\$ 2.85	per sq ft	High	Set Per Resolution, not subject to CPI Adjustment	\$ 2.85
123	Multi-family Projects	\$ 3.73	per sq ft	High	Set Per Resolution, not subject to CPI Adjustment	\$ 3.73
	FIRE EXTINGUISHING, ALARM PERMIT PERMIT AND PLAN REVIEW FEES					
124	For the issuance of each permit	\$ 63.00		High		\$ 67.00
125	Change of Address Fee	\$ 883.00		High		\$ 883.00
126	Replacement Job Card	\$ 28.00	each	High		\$ 30.00
127	Temporary Certificate of Occupancy	\$ 255.00	each	High		\$ 270.00
128	Residential Solar < 10 kW	\$ 36.00	each	High		\$ 38.00
129	Residential Solar >10 kW	\$ 72.00	each	High		\$ 76.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
130	Commercial Solar <50 kW	\$ 54.00	each	High		\$ 57.00
131	Commercial Solar 50-250 kW	\$ 144.00	each	High		\$ 153.00
132	Commercial Solar >250 kW	\$ 290.00	each	High		\$ 307.00
133	Energy Storage System	\$ 67.00	each	High		\$ 71.00
134	Plan Check for an Electric Vehicle Charging Station shall be paid to the City based on the time required, billed in half-hour increments, with a minimum charge of one (1) half-hour. If the review is conducted by an external City plan check consultant, the fee shall be the actual cost of the review.	\$ 107.00	hourly	High		\$ 113.00
135	Electric Vehicle Charging Station	\$ 63.00	each	High		\$ 67.00
136	Residential Elevator	\$ 36.00	each	High		\$ 38.00
137	Permit Extension	\$ 140.00	each	High		\$ 148.00
138	Commercial Type 1 & 2 Hood & Duct	\$ 144.00	each	High		\$ 153.00
139	Residential Solar Plan Check < 10 kW	\$ 172.00	each	High		\$ 182.00
140	Residential Solar Plan Check > 10 kW	\$ 196.00	each	High		\$ 208.00
141	Commercial Solar Plan Check < 50 kW	\$ 288.00	each	High		\$ 305.00
142	Commercial Solar Plan Check 50- 250 kW	\$ 605.00	each	High		\$ 641.00
143	Commercial Solar Plan Check > 250 kW	\$ 1,774.00	each	High		\$ 1,880.00
144	Energy Storage System Plan Review	\$ 63.00	each	High		\$ 67.00
145	Technology Fee	5.5% of Permit & Plan Check Fees	of Permit & Plan Check Fees	High	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees
146	Failure to Obtain Permit	Double the permit fee		High		Double the permit fee

Building Valuation Table Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0	500	46.64	47.87	0.00	0.00	0.00
501	2,000	46.64	47.87	4.82	4.95	100.00
2,001	25,000	118.91	122.05	19.16	19.66	1,000.00
25,001	50,000	559.57	574.35	14.63	15.01	1,000.00
50,001	100,000	925.26	949.69	9.58	9.84	1,000.00
100,001	and up	1,404.24	1,441.31	7.91	8.12	1,000.00

Percent Change = 2.6%

Cost Recovery Level = 80%

Please Note: Valuation fee structure is derived from the Uniform Building Code.

City of Arcadia
 Building and Safety Division
 Building Valuation Data for Miscellaneous Work
Updated July 1, 2025

Valuation for Tenant Improvements	\$ Per Sq. Ft.
Bakery	\$34.74
Bank	\$50.04
General Office	\$34.26
Hair Salon	\$24.04
Medical Office	\$41.66
Minor Tenant Improvement	\$17.12
Restaurant	\$41.66
Retail Store	\$24.04
Take-out Restaurant	\$34.19
Tenant Improvement at the mall	\$58.77
Residential Room Additions and Remodeling	
Addition without plumbing	\$119.73
Addition with plumbing	\$159.64
Remodel without plumbing	\$47.89
Remodel with plumbing	\$63.87
Conversion without plumbing	\$79.81
Conversion with plumbing	\$95.79
Patio, Carports and Garages	
Opens sides, trellis type roof	\$27.82
Open sides, roofed patio	\$27.82
Enclosed patio	\$40.63
Carport	\$27.82
Garage	\$42.66
Window Change Out	
Smaller than 6' x 4'	\$691.07 each
6' x 4' or larger	\$829.29 each
Door Installation	
Single	\$691.07 each
Double	\$1,243.92 each
Masonry Garden and Retaining Walls	
Masonry garden walls	\$11.76
Retaining walls	\$27.64
Swimming Pools	
Pool and Spa	\$268.14 perim. ft.

City of Arcadia
Building and Safety Division
Valuation for New Buildings and Structures
Updated July 1, 2025

APARTMENTS/CONDOS:

IA or IIB.....	\$191.76
IIIB.....	\$162.81
VA.....	\$162.82
VB.....	\$150.54
Basement Garage.....	\$59.70

BANKS:

IA or IIA.....	\$236.40
IIB.....	\$174.16
IIIA.....	\$192.20
IIIB.....	\$192.20
VA.....	\$173.83
VB.....	\$166.81

CHURCHES:

IA or IIA.....	\$158.34
IIB.....	\$118.91
IIIA.....	\$129.29
IIIB.....	\$123.55
VA.....	\$120.84
VB.....	\$113.66

DWELLINGS:

VA.....	\$170.16
VB.....	\$159.64
Basements:	
Semi-Finished.....	\$40.74
Unfinished.....	\$31.07
Remodel.....	\$47.89
Remodel w/plumbing.....	\$63.86
Conversion.....	\$79.81
Conversion w/plumbing..	\$95.78

FIRE STATIONS:

IA or IIA.....	\$182.63
IIB.....	\$120.20
IIIA.....	\$131.54
IIIB.....	\$126.34
VA.....	\$123.39
VB.....	\$117.01

**GARAGES, PRIVATE:
(Utility, Miscellaneous)**

VB.....	\$42.66
VA.....	\$48.10
Open Carport.....	\$27.82
Patio (All).....	\$27.82
Patio Enclosed.....	\$39.38

HOTELS AND MOTELS:

IA OR IIA.....	\$161.22
IIIA.....	\$139.68
IIIB.....	\$133.13
VA.....	\$121.64
VB.....	\$119.23

INDUSTRIAL PLANTS:

IA or IIA.....	\$90.83
IIB.....	\$58.11
IIIA.....	\$69.59
IIIB.....	\$65.60
Tilt-up.....	\$47.89
VA.....	\$65.60
VB.....	\$60.01

MEDICAL OFFICES:

IA or IIA.....	\$190.76
IIB.....	\$139.84
IIIA.....	\$159.64
IIIB.....	\$148.62
VA.....	\$144.00
VB.....	\$138.87

OFFICES:

IA or IIA.....	\$170.48
IIB.....	\$119.84
IIIA.....	\$129.40
IIIB.....	\$123.71
VA.....	\$122.66
VB.....	\$114.14

PARKING STRUCTURES

IA or IIA.....	\$78.05
Type I or II, Open.....	\$58.57
IIB.....	\$44.70
IIIA.....	\$59.07
IIIB.....	\$52.51

PUBLIC BUILDINGS:

IA or IIA.....	\$196.98
IIB.....	\$159.64
IIIA.....	\$169.53
IIIB.....	\$159.96
VA.....	\$151.65
VB.....	\$146.83

RESTAURANTS:

IIIA.....	\$155.46
IIIB.....	\$150.20
VA.....	\$142.38
VB.....	\$136.81

SCHOOLS:

IA or IIA.....	\$177.51
IIIA.....	\$129.62
IIIB.....	\$124.67
VA.....	\$121.48
VB.....	\$115.88

SERVICE STATIONS:

IIB.....	\$107.27
IIIA.....	\$111.90
VA.....	\$94.34
VB.....	\$107.27
Canopies.....	\$44.70

STORES:

IA or IIA.....	\$131.54
IIB.....	\$82.63
IIIA.....	\$102.75
IIIB.....	\$96.39
VA.....	\$86.49
VB.....	\$79.94

THEATERS:

IA or IIA.....	\$175.27
IIIA.....	\$127.71
IIIB.....	\$121.64
VA.....	\$120.20
VB.....	\$113.66

WAREHOUSES:

IA or IIA.....	\$82.76
IIB.....	\$46.09
IIIA.....	\$55.62
IIIB.....	\$52.96
VA.....	\$49.11
VB.....	\$46.09

EQUIPMENT:

Air Conditioning:	
Commercial.....	\$6.70
Residential.....	\$5.58
Fire Sprinkler System.....	\$4.15

Reroofing Permit Fees

Updated July 1, 2025

The fee for filing an application for a reroofing permit shall be determined by the valuation provided. If no valuation is provided. It shall be the same as required for a building of equivalent valuation as determined by the following:

Type of Reroofing	Evaluation (cost per square)
1 Fiberglass Shingles (20 year warranty)	\$181.39
2 Laminated Fiberglass Shingles (25 to 30 year warranty)	\$209.30
3 Laminated Fiberglass Shingles (40 & 50 year warranty)	\$237.21
4 Heavy Weight Concrete Tile	\$453.48
5 Lite Weight Concrete Tile	\$523.24
6 Lite Weight Perlite Shakes	\$453.48
7 Fiber Cement Shakes	\$453.48
8 Pressure Treated Wood Shakes	\$453.48
9 Pressure Treated Wood Shingles	\$453.48
10 Steel Roofing Systems (Class "B")	\$488.36
(Class "A")	\$512.76

For plywood installation, add \$59.70 per square to the above figures.

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
1	Plans and Specifications	\$ 41.00		High		\$ 43.00
	Miscellaneous Copies					
2	8 1/2" x 11" and 8 1/2" x 17"	\$ 1.10	per sheet	High		\$ 1.17
3	15" x 20"	\$ 2.30	per sheet	High		\$ 2.40
4	18" x 24"	\$ 2.90	per sheet	High		\$ 3.10
5	24" x 36"	\$ 3.40	per sheet	High		\$ 3.60
6	30" x 36"	\$ 4.00	per sheet	High		\$ 4.20
7	24" x 36" Mylar Original	\$ 5.75	per sheet	High		\$ 6.10
	Plan Review					
8	Public Improvement Plan Review Base Fee	\$ 393.00		High	The applicant shall reimburse the City for 100% of actual costs and expenditures incurred by the City relative to said project. This cost is 3 hours of the hourly rate.	\$ 417.00
9	Public Improvement Plan Review Base Fee Plus Additional Staff Review	\$ 131.00	per hour	High	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to project. Additional staff time is based on hourly rate of position performing review.	\$ 139.00
10	Final Map and Parcel Map Review Base Fee	\$ 190.00		High		\$ 201.00
11	Final Map and Parcel Map Review Base Fee Plus Additional Staff Review	\$ 64.00	per lot	High	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to additional lots. Additional staff time is based on 1/2 hour rate of position performing project.	\$ 68.00
	Encroachment Permits					
12	Encroachment Permit - Issuance Fee	\$ 117.00		High		\$ 124.00
13	Encroachment Permit - Inspection Base Fee	\$ 175.00		High		\$ 186.00
14	Encroachment Permit - Inspection Base Fee Plus Additional Inspection Time	\$ 175.00	per hour	High		\$ 186.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Transportation Permits					
15	Transportation Permit - Single Trip	\$ 16.00		High		\$ 16.00
16	Transportation Permit - Annual	\$ 90.00		High		\$ 90.00
	Surface Replacement Deposit					
17	Excavation - any street, alley, or other public place paved with concrete	\$ 40.00	per sq ft of surface	High		\$ 42.00
18	Excavation - any street, alley, or other public place paved with asphalt	\$ 15.00	per sq ft of surface	High		\$ 16.00
	Amount of Deposit					
19	Cash Deposit	\$ 2,315.00		High		\$ 2,454.00
20	Surety Bond	\$ 2,315.00		High		\$ 2,454.00
	Inspection Charges for street work					
21	Monday through Thursday and City Hall Open Fridays (Regularly Scheduled Work Hours):	\$ 175.00	per hour	High		\$ 186.00
22	Monday through Thursday and City Hall Open Fridays (Hours worked over Regularly Scheduled Work Hours):	\$ 264.00	per hour (1 1/2 times)	High		\$ 280.00
23	Saturdays, Sundays, Legal Holidays, and the City Hall Closed Fridays	\$ 264.00	per hour (1 1/2 times)	High		\$ 280.00
	Construction Trash Receptacles on City Streets					
24	Construction Trash Receptable Permit - Issuance Fee	\$ 59.00		High		\$ 63.00
25	Construction Trash Receptable Permit - Inspection Base Fee	\$ 175.00		High		\$ 186.00
26	Construction Trash Receptable Permit - Base Fee Plus Additional Inspection Time	\$ 175.00	per hour	High		\$ 186.00
	Permit Application Engineering Review					
27	Permit Application Engineering Review Base Fee	\$ 195.00		High		\$ 207.00
28	Permit Application Engineering Review Base Fee Plus Additional Staff Review	\$ 131.00	per hour	High		\$ 139.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
LID STORMWATER PLANNING PROGRAM						
	Construction Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection					
29	Tier 1 - New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area. Tier 1 includes the following: 1) New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area; 2) New Industrial Park with 10,000 sf or more of surface area; 3) New Commercial mall with 10,000 sf or more of surface area; 4) Redevelopment of 5,000 sf or more of 1), 2), and 3); 5) Redevelopment of 10,000 sf or more to a single family home; 6) Special Provision projects like Green street, or hillside single family home.	\$ 1,751.00		High		\$ 1,856.00
30	Tier 2 includes the following: 1) New Retail Gasoline outlet with 5,000 sf or more of surface area; 2) New Restaurant with 5,000 sf or more surface area; 3) New parking lot with either 5,000 or more of impervious area or 25 or more parking spaces; 4) New Automotive Service facility with 5,000 sf or more of surface area; 5) Projects located in or directly adjacent to, or discharging directly into a Significant Ecological Area; 6) Redevelopment of 5,000 sf or more of all above categories	\$ 1,489.00		High		\$ 1,578.00
31	Non-LID Projects	\$ 195.00		High		\$ 207.00
32	SWPPP Review and Inspection - Less than 2 acres	\$ 1,545.00		High		\$ 1,638.00
33	SWPPP Review and Inspection - Between 2 and 5 acres	\$ 1,852.00		High		\$ 1,963.00
34	SWPPP Review and Inspection - Greater than 5 acres	\$ 2,751.00		High		\$ 2,916.00
STREET VACATION PERMIT						
35	Summary Street Vacation Fee	\$ 2,179.00		High		\$ 2,310.00
36	Street Vacation Fee	\$ 3,399.00		High		\$ 3,603.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	GRADING					
	Grading Plan Check					
37	0 cubic yards to 1,000 cubic yards	\$ 1,259.00		High		\$ 1,335.00
38	>1,000 cubic yards	\$ 131.00	per hour	High	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 139.00
	Grading Permit					
39	0 cubic yards to 1,000 cubic yards	\$ 855.00		High		\$ 906.00
40	>1,000 cubic yards	\$ 131.00	per hour	High	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 139.00
41	Technology Fee	5.5% of Permit & Plan Check Fees	of Permit & Plan Check Fees	High	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SITE PLAN AND DESIGN REVIEWS					
	COMMERCIAL/INDUSTRIAL					
1	Preliminary Plan Review	\$ 1,776.00		High		\$ 1,883.00
2	New	\$ 4,734.00		High		\$ 5,018.00
3	Amendment	\$ 1,817.00		High		\$ 1,926.00
4	Remodel/Addition	\$ 1,621.00		High		\$ 1,718.00
5	Amendment	\$ 1,451.00		High		\$ 1,538.00
6	SB 330 Preliminary Review	\$ 1,776.00		High		\$ 1,883.00
7	SB 330 Mixed Use Development (Up to 20 Units)	\$ 4,734.00		High		\$ 5,018.00
8	SB 330 Mixed Use Development (21 or more Units)	\$ 7,493.00		High		\$ 7,943.00
	MULTIPLE-FAMILY					
9	Preliminary Plan Review	\$ 1,776.00		High		\$ 1,883.00
10	New multiple family projects (Up to 20 Dwelling Units)	\$ 3,021.00		High		\$ 3,202.00
11	Amendment multiple family projects (Up to 20 Dwelling Units)	\$ 1,769.00		High		\$ 1,875.00
12	New Multifamily Residential (21 or more Dwelling Units)	\$ 7,493.00		High		\$ 7,943.00
13	Amendment Multifamily Residential (21 or more Dwelling Units)	\$ 2,627.00		High		\$ 2,785.00
14	Remodel/Addition	\$ 1,777.00		High		\$ 1,884.00
15	SB 330 Preliminary Review	\$ 1,776.00		High		\$ 1,883.00
16	SB 330 for New Multi-Family projects (Up to 20 units)	\$ 3,021.00		High		\$ 3,202.00
17	SB 330 for New Multi-Family projects (21 or more Units)	\$ 7,493.00		High		\$ 7,943.00
18	SB 9 Two -Unit Development	\$ 1,776.00		High		\$ 1,883.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SINGLE-FAMILY					
19	New	\$ 2,466.00		High		\$ 2,614.00
20	Amendment	\$ 1,164.00		High		\$ 1,234.00
21	Remodel/Addition	\$ 1,242.00		High		\$ 1,317.00
22	Amendment	\$ 557.00		High	Amendment to Remodel/Addition application	\$ 590.00
	SIGNS					
23	Temporary Sign Permit	\$ 264.00		High		\$ 280.00
24	Signs, Awning and Canopy Signs	\$ 430.00		High		\$ 456.00
25	Comprehensive Sign Program	\$ 937.00		High		\$ 993.00
	ANTENNAS					
26	Antennas and Wireless Facilities	\$ 3,250.00		High		\$ 3,445.00
27	Antennae panels	\$ 630.00		High		\$ 668.00
28	Wireless fee waiver	\$ 301.00		High		\$ 319.00
29	Administrative / Over-the-Counter	\$ 48.00		High		\$ 51.00
30	Appeal – including HOA / ARB Decision	\$ 693.00		High		\$ 735.00
31	Extension	\$ 161.00		High		\$ 171.00
	BANNERS					
32	Temporary Banner on a Building	\$ 34.00		High		\$ 36.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	HISTORIC PRESERVATION					
33	Designation of a Local Landmark	\$ 1,800.00		High		\$ 1,800.00
34	Designation of a Historic District	\$ 2,500.00		High		\$ 2,500.00
35	Mills Act Contract Application	\$ 1,500.00		High		\$ 1,500.00
36	Certificate of Appropriateness (Major)	\$ 1,600.00		High		\$ 1,600.00
37	Certificate of Appropriateness (Minor)	\$ 900.00		High		\$ 900.00
	CERTIFICATE OF DEMOLITION					
38	Certificate of Demolition (Director's Review)	\$ 205.00		High		\$ 217.00
39	Certificate of Demolition (Referred to Planning Commission)	\$ 1,385.00		High	plus CEQA fee	\$ 1,468.00
40	Appeal	\$ 693.00		High		\$ 735.00
	CONDITIONAL USE PERMIT					
41	New	\$ 3,221.00		High		\$ 3,414.00
42	Amendment	\$ 2,132.00		High		\$ 2,260.00
43	Extension	\$ 146.00		High		\$ 155.00
44	Appeal	\$ 693.00		High		\$ 735.00
	MINOR USE PERMIT					
45	New	\$ 1,253.00		High		\$ 1,328.00
46	Amendment	\$ 793.00		High		\$ 841.00
47	Appeal	\$ 693.00		High		\$ 735.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	ADMINISTRATIVE MODIFICATIONS					
48	Minor Director's Review	\$ 689.00		High		\$ 730.00
49	Major Director's Review	\$ 1,221.00		High		\$ 1,294.00
50	Commission's Review	\$ 2,560.00		High		\$ 2,714.00
51	Appeal	\$ 693.00		High		\$ 735.00
52	Extension	\$ 205.00		High		\$ 217.00
	TREE PERMITS					
53	Encroachment	\$ 417.00		High		\$ 442.00
54	Removal of a Diseased or Hazardous Tree	\$ 138.00		High		\$ 146.00
55	Removal of Healthy Tree	\$ 1,053.00		High		\$ 1,116.00
56	Appeal	\$ 693.00		High		\$ 735.00
	HOME OCCUPATION PERMITS					
57	Administrative	\$ 46.00		High		\$ 49.00
58	Hearing	\$ 303.00		High		\$ 321.00
	CODE AMENDMENTS					
59	Determination of Use	\$ 2,117.00		High		\$ 2,244.00
60	Specific Plan	\$ 9,770.00		High		\$ 10,356.00
61	Specific Plan Amendment	\$ 5,242.00		High		\$ 5,557.00
62	General Plan Amendment	\$ 8,023.00		High		\$ 8,504.00
63	Text Amendment	\$ 5,384.00		High		\$ 5,707.00
64	Zone Change	\$ 7,452.00		High		\$ 7,899.00
65	Planned Developments	\$ 8,600.00		High		\$ 9,116.00
66	General Plan Update Fee	5% of Planning Applications		High		5% of Planning Applications

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
SUBDIVISIONS						
67	Lot Line Adjustment w/Certificate of Compliance	\$ 1,945.00		High		\$ 2,062.00
68	Tentative or Vesting Tentative Parcel Map	\$ 1,401.00		High		\$ 1,485.00
69	Tentative or Vesting Tentative Tract Map for Single-Family Lots	\$ 2,593.00	Base Fee (first 5 lots)	High		\$ 2,749.00
70	Tentative or Vesting Tentative Tract Map for Single-Family Lots - each additional lot (over 5)	\$ 35.00	Base Fee (Item #78) Plus \$30 per additional lot added to base fee (over 5 lots)	High		\$ 37.00
71	Tentative or Vesting Tentative Tract Map for Condominiums	\$ 1,492.00		High		\$ 1,582.00
72	Appeal	\$ 693.00		High		\$ 735.00
73	Extension	\$ 283.00		High		\$ 300.00
74	Final Map	\$ 1,552.00		High		\$ 1,645.00
75	Parcel Map Waiver	\$ 837.00		High		\$ 887.00
76	Amendment to an Approved Tentative Map and/or Conditions	\$ 1,122.00		High		\$ 1,189.00
77	Lot Merger	\$ 1,488.00		High		\$ 1,577.00
78	Certificate of Compliance	\$ 920.00		High		\$ 975.00
79	Temporary Use Permit	\$ 662.00		High		\$ 702.00
80	Temporary Use Permit - Council Review	\$ 1,658.00		High		\$ 1,757.00
81	Lot Consolidation Incentive for a multifamily residential project or mixed-use development - 4 or less lots	Waived		High		Waived
82	SB 9 Lot Split	\$ 1,945.00		High		\$ 2,062.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
OUTDOOR USE PERMITS						
83	MUP - Incidental Dining (12 or more seats)	\$ 680.00		High		\$ 721.00
84	Outdoor Dining - Incidental	\$ 254.00		High		\$ 269.00
85	Outdoor Dining - Sidewalk Dining	\$ 254.00		High		\$ 269.00
86	Portable Sign	\$ 254.00		High		\$ 269.00
DEVELOPMENT AGREEMENT						
87	Development Agreement	At Cost		High		At Cost
88	Development Agreement Amendment	At Cost		High		At Cost
89	Development Agreement Periodic Review	\$ 1,136.00		High		\$ 1,204.00
DOCUMENTS						
90	Covenant Preparation	\$ 359.00		High		\$ 381.00
91	General Plan Document	\$ 86.00		High		\$ 91.00
	General Plan Land Use Map					
92	27 X 35 map	\$ 29.00		High		\$ 31.00
93	11 X 17 map	\$ 2.15		High		\$ 2.28
	Zoning Map					
94	27 X 35 map	\$ 29.00		High		\$ 31.00
95	11 X 17 map	\$ 2.15		High		\$ 2.28

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	VARIANCE					
96	New	\$ 2,816.00		High		\$ 2,985.00
97	Amendment	\$ 1,921.00		High		\$ 2,036.00
98	Appeal	\$ 693.00		High		\$ 735.00
99	Adult Business Regulatory Permit	\$ 2,653.00		High		\$ 2,812.00
100	REASONABLE ACCOMMODATION	\$ -		High		\$ -
	AMENDMENT (NEW)					
101	Any Amendment to a fee that is not listed in this fee schedule shall be 50% of that application fee.	\$ -		High		\$ -
	ZONING CLEARANCES					
102	ZONING CLEARANCE	\$ 328.00		High		\$ 348.00
103	ZONING CLEARANCE - ADU	\$ 663.00		High		\$ 703.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
FIRE CODE PERMITS						
1	Additive Manufacturing	\$ 423.00		High		\$ 445.00
2	Aerosol Product	\$ 632.00		High		\$ 670.00
3	Amusement Building	\$ 449.00		High		\$ 475.00
4	Assembly Facility	\$ 423.00		High		\$ 445.00
5	Candles/Open Flame in Assembly	\$ 133.00		High		\$ 140.00
6	Carnivals & Fairs	\$ 632.00		High		\$ 670.00
7	Combustible Dust Prod Ops	\$ 449.00		High		\$ 475.00
8	Combustible Fiber Storage	\$ 449.00		High		\$ 475.00
9	Compressed Gases	\$ 515.00		High		\$ 545.00
10	Carbon Dioxide Beverage Dispensing Systems permit	\$ 102.00		High		\$ 105.00
11	Cryogenics	\$ 449.00		High		\$ 475.00
12	Dry Cleaning Plants	\$ 449.00		High		\$ 475.00
13	Energy Storage System	\$ 423.00		High		\$ 445.00
14	Exhibits/Trade Shows	\$ 357.00		High		\$ 375.00
15	Explosives or Blasting Agents	\$ 357.00		High		\$ 375.00
16	Fireworks/Aerial Displays	\$ 1,000.00		High		\$ 1,060.00
17	Flammable/Combustible Liquid	\$ 525.00		High		\$ 555.00
18	Hazardous Materials 1 to 3 chemical(s)	\$ 439.00		High		\$ 465.00
19	Hazardous Materials 4 to 6 chemicals	\$ 525.00		High		\$ 555.00
20	Hazardous Materials 7 or more chemicals	\$ 632.00		High		\$ 670.00
21	Hazardous Production Materials Facility	\$ 449.00		High		\$ 475.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
22	High Piled Combustible Materials	\$ 653.00		High		\$ 690.00
23	Hot-Work Operations	\$ 423.00		High		\$ 445.00
24	Industrial Baking/Drying Oven	\$ 448.00		High		\$ 475.00
25	Liquid Gas Fueled Vehicles in Assembly Buildings	\$ 357.00		High		\$ 375.00
26	Liquefied Petroleum Gases > 5 gallons	\$ 357.00		High		\$ 375.00
27	Lithium Batteries	\$ 423.00		High		\$ 445.00
28	Lumber Yard	\$ 448.00		High		\$ 475.00
29	Magnesium Working	\$ 448.00		High		\$ 475.00
30	Miscellaneous Comb Material Storage	\$ 448.00		High		\$ 475.00
31	Motor Vehicle Fuel Dispensing Stations	\$ 423.00		High		\$ 445.00
32	Open Burning	\$ 184.00		High		\$ 195.00
33	Organic Coatings	\$ 448.00		High		\$ 475.00
34	Outdoor Assembly	\$ 740.00		High		\$ 780.00
35	Plant Extraction System	\$ 551.00		High		\$ 580.00
36	Pyrotechnical Special Effects Material	\$ 632.00		High		\$ 670.00
37	Refrigeration Equipment	\$ 448.00		High		\$ 475.00
38	Spraying/Dipping	\$ 448.00		High		\$ 475.00
39	Tent/Canopy/Temporary Air Supported Structure	\$ 448.00		High		\$ 475.00
40	Tire Storage	\$ 448.00		High		\$ 475.00
41	Wood Products	\$ 448.00		High		\$ 475.00
FIRE INSPECTION RATES						
42	Apartments	\$ 143.00		High		\$ 140.00
43	Business Occupancy	\$ 158.00		High		\$ 165.00
44	Business Restaurant Occupancy	\$ 184.00		High		\$ 195.00
45	CA Code of Reg. Title 19-Sprinkler System Certifications	\$ 82.00		High		\$ 85.00
46	Commercial Rental Occupancy	\$ 184.00		High		\$ 195.00
47	Covered Mall	\$ 933.00		High		\$ 985.00
48	Expedite/After hours Inspection (Fire Prevention Bureau)	\$ 525.00	per hour	High		\$ 555.00
49	Failure to obtain fire construction permit	Double Permit Fee		High		Double Permit Fee

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
50	Fire Code Compliance Inspection	\$ 204.00		High		\$ 215.00
51	High Rise Occupancy	\$ 933.00		High		\$ 985.00
52	Hospital Occupancy	\$ 2,861.00		High		\$ 3,030.00
53	Hotel or Motel Occupancy	\$ 383.00		High		\$ 405.00
54	Key Box	\$ 82.00		High		\$ 85.00
55	Manufacturing/Industrial Storage Occupancy	\$ 158.00		High		\$ 165.00
56	Mercantile Occupancy	\$ 158.00		High		\$ 165.00
57	Missed appointment	\$ 209.00		High		\$ 220.00
58	Occupancy Final Permit Inspection	\$ 148.00	per hour	High		\$ 155.00
59	Private School Occupancy	\$ 325.00		High		\$ 345.00
60	Public School Occupancy	\$ 525.00	per inspection	High		\$ 555.00
61	Re-inspections (Engine or Truck Company)	\$ 301.00	per hour	High		\$ 315.00
62	Re-inspections (Fire Prevention Bureau)	\$ 275.00		High		\$ 290.00
63	Weed Abatement	\$ 219.00		High		\$ 230.00
	FIRE STANDBY & SERVICE RATES					
64	Building Evacuation	\$ 2,810.00		High		\$ 2,975.00
65	Chief Officer Standby	\$ 362.00	per hour	High		\$ 380.00
66	Commercial False Alarm Response	\$ 653.00		High	Fees applicable only during 3rd occurrence and subsequent response at the same address location	\$ 690.00
67	Elevator Rescue Service	\$ 561.00		High	Fees applicable only during 3rd occurrence and subsequent response at the same address location	\$ 595.00
68	Engine/Truck Company Standby	\$ 663.00	per hour	High		\$ 700.00
69	Fire Code Appeal	\$ 795.00		High		\$ 840.00
70	Fire Extinguisher Demonstration	\$ 291.00		High		\$ 305.00
71	Fire Standby (Fire Marshal)	\$ 245.00	per hour	High		\$ 260.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
72	Fire Standby (Fire Prevention Specialist)	\$ 173.00	per hour	High		\$ 180.00
73	Movie Detail/Special Event Fire Safety Officer Standby	\$ 205.00	per hour	High		\$ 215.00
74	ALS Ambulance Standby	\$ 505.00	per hour	High		\$ 535.00
75	BLS Ambulance Standby (NEW)	\$ -	per hour	High		\$ 165.00
76	Residential False Alarm	\$ 168.00		High		\$ 175.00
77	Roof Covering (1st response in a calendar year)	Free		High		Free
78	Roof Covering (2nd and subsequent responses within a calendar year)	\$ 1,234.00		High		\$ 1,305.00
79	Water Evac (1st response in calendar year)	Free		High		Free
80	Water Evac (2nd & subsequent responses within calendar yr)	\$ 612.00		High		\$ 645.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
PARAMEDIC SERVICES						
81	Dispatch fee	\$ 84.18	Each	High	Based on Verdugo per call Dispatch Fee	\$ 88.35
82	Electronic Patient Care Report (ePCR) processing fee	\$ 4.95	Each	High	Based on per call charged fee by Digital EMS to AFD	\$ 4.95
83	EMS Assessment Fee	\$ 459.00		High	Updated annually but not implemented	\$ 485.00
84	Paramedic Ambulance Service	LA County Rates + Pass Through Fees		High		LA County Rates + Pass Through Fees
PLAN REVIEW						
85	Architectural Design Review	\$ 219.00		High		\$ 230.00
86	Expedite/OTC Plan Check	\$ 219.00		High		\$ 230.00
87	Flammable/Combustible Tank (Installation & Removal)	\$ 357.00		High		\$ 375.00
88	In-House Fire Department Plan Check	\$ 347.00	hour	High		\$ 365.00
89	New Construction (Commercial, Multi-Family or Industrial)	0.1% of the Project Valuation		High		0.1% of the Project Valuation
90	Tract Application	\$ 245.00		High		\$ 260.00
ADMINISTRATIVE CITATIONS & FINES FOR VIOLATION OF THE FIRE CODE						
91	First Violation	\$ 125.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 125.00
92	Second violation within 12 month period	\$ 250.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 250.00
93	Third and subsequent violation within 12 month period	\$ 500.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 500.00
94	Use, possession, storage, sale, or manufacturing of fireworks	\$ 2,500.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 2,500.00
95	Delinquent fines	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid		High		10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid
96	Interest	1/2 of 1% per month, pro rata		High		1/2 of 1% per month, pro rata

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Inspection Charges					
1	Backflow test and inspection (new construction) (Resolution 7239, adopted 12-18-18)	\$ 258.00		High		\$ 273.00
2	Annual administration of backflow device (Resolution 7239, adopted 12-18-18)	\$ 41.00		High		\$ 43.00
	Street Maintenance Charges					
3	Curb number painting	\$ 102.00		High		\$ 108.00
4	Private street sweeping (per curb mile)	\$ 66.00		High		\$ 70.00
	Maintenance Charges for Water Service					
5	Bacteriological test for new development's water lines	\$ 115.00		High	Plus Lab Cost	\$ 122.00
6	Field Monitor water meter (Flo-Search) - 1st time within 1 year	No charge		High	No Charge for 1st time within 1 year	No charge
7	Field Monitor water meter (Flo-Search) - 2nd and subsequent service within 1 year	\$ 104.00		High		\$ 110.00
8	Flow test hydrant (perform test)	\$ 444.00		High		\$ 471.00
9	Request to check water quality	\$ 271.00		High	Plus Lab Cost	\$ 287.00
10	Sewer Dye Test	\$ 133.00		High		\$ 141.00
11	Stand-pipe inspection (for developer access to water during const)	\$ 259.00		High		\$ 275.00
12	Water meter re-read - (1st within 1 year)	No charge		High	No Charge for 1st time within 1 year	No charge
13	Water meter re-read - (2nd and subsequent within 1 year)	\$ 58.00		High		\$ 61.00
14	Water meter turn-on after service shut-off (for change of ownership)	\$ 115.00	each	High		\$ 122.00
15	Water meter turn-on after service shut-off (for change of ownership)	\$ 288.00		High	after hours	\$ 305.00
16	Water turn-off notice for failure to test backflow prevention device	\$ 133.00		High		\$ 141.00
17	Unauthorized use of fire hydrant	\$ 139.00		High	Plus water cost	\$ 147.00
18	Flow test meter	\$ 207.00		High		\$ 219.00
19	Water turn-off/turn-on for non payment (during business hours)	\$ 150.00		High		\$ 159.00
20	Water turn-off/turn-on for non payment (after business hours)	\$ 288.00		High		\$ 305.00
21	Turn-on water per request during after-hours	\$ 300.00		High		\$ 318.00
22	Off-site improvement plan check	\$ 232.00		High	\$135 for each hour after	\$ 246.00
23	Hydrant flow test performed with water model	\$ 269.00		High		\$ 285.00
24	Abandon Existing Service - water inspection fee	\$ 156.00		High		\$ 165.00
25	Water Permit Inspection Fees: Pre-Construction Inspection- for Private Development Projects for water permits.	\$ 232.00		High		\$ 246.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
26	Water Permit Inspection Fees: Water Service Inspection of Installation- Meter Reading documentation - setting up service for new development	\$ 202.00		High		\$ 214.00
27	GIASP No Exposure Certification (NEC) or non-fliers - Stormwater Inspection fee	\$ 187.00		High		\$ 198.00
28	Infrastructure Restoration Deposit Fee - (Pavement Restoration for ADU/Remodeling)	\$ 1,500.00		High	Deposit fee will be refunded if homeowner obtains contractor to restore the street	\$ 1,590.00
29	Water meter turn-on for property repairs (1st time)	FREE		High	1st within one year	FREE
30	Water meter turn-on for property repairs (2nd time)	\$ 58.00		High	2nd and subsequent within one year	\$ 61.00
Stormwater and Urban Runoff Service Fees						
Urban Storm Water Mitigation Plan Check						
31	Non-SUSMP projects (minimum NPDES requirements)	\$ 107.00		High		\$ 113.00
Storm Water Inspection Fees						
32	Restaurants	\$ 214.00		High		\$ 227.00
33	Auto Service Businesses	\$ 247.00		High		\$ 262.00
34	Industrial Commercial	\$ 279.00		High		\$ 296.00
35	GIASP sites (large complex industrial projects)	\$ 483.00		High		\$ 512.00
36	Low Impact Development (LID annual inspection)	\$ 312.00		High		\$ 331.00
Industrial Waste and Related Services						
Industrial Waste Disposal Permits						
37	New Sewer Disposal	\$ 308.00		High		\$ 326.00
38	Sewer Disposal Permit Revision	\$ 241.00		High		\$ 255.00
39	New on-site Disposal	\$ 443.00		High		\$ 470.00
40	On-site Disposal Permit Revision	\$ 243.00		High		\$ 258.00
41	New - Off Site Disposal	\$ 443.00		High		\$ 470.00
42	Off-Site Disposal Permit Revision	\$ 241.00		High		\$ 255.00
Industrial Waste Plan Review						
Disposal to Sewer - New						
43	1	\$ 443.00		High		\$ 470.00
44	2	\$ 543.00		High		\$ 576.00
45	3	\$ 669.00		High		\$ 709.00
46	4	\$ 825.00		High		\$ 875.00
47	5	\$ 1,021.00		High		\$ 1,082.00
48	6	\$ 1,269.00		High		\$ 1,345.00
Disposal to Sewer - Revision						
49	1	\$ 362.00		High		\$ 384.00
50	2	\$ 442.00		High		\$ 469.00
51	3	\$ 543.00		High		\$ 576.00
52	4	\$ 668.00		High		\$ 708.00
53	5	\$ 824.00		High		\$ 873.00
54	6	\$ 1,020.00		High		\$ 1,081.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
On-site Disposal - New						
55	1	\$ 577.00		High		\$ 612.00
56	2	\$ 712.00		High		\$ 755.00
57	3	\$ 879.00		High		\$ 932.00
58	4	\$ 1,089.00		High		\$ 1,154.00
59	5	\$ 1,352.00		High		\$ 1,433.00
60	6	\$ 1,679.00		High		\$ 1,780.00
On-site Disposal - Revision						
61	1	\$ 470.00		High		\$ 498.00
62	2	\$ 577.00		High		\$ 612.00
63	3	\$ 711.00		High		\$ 754.00
64	4	\$ 878.00		High		\$ 931.00
65	5	\$ 1,089.00		High		\$ 1,154.00
66	6	\$ 1,352.00		High		\$ 1,433.00
Off-site Disposal - New						
67	1	\$ 443.00		High		\$ 470.00
68	2	\$ 543.00		High		\$ 576.00
69	3	\$ 669.00		High		\$ 709.00
70	4	\$ 825.00		High		\$ 875.00
71	5	\$ 1,021.00		High		\$ 1,082.00
72	6	\$ 1,267.00		High		\$ 1,343.00
Off-site Disposal - Revision						
73	1	\$ 362.00		High		\$ 384.00
74	2	\$ 442.00		High		\$ 469.00
75	3	\$ 543.00		High		\$ 576.00
76	4	\$ 668.00		High		\$ 708.00
77	5	\$ 824.00		High		\$ 873.00
78	6	\$ 1,020.00		High		\$ 1,081.00
Industrial Waste Annual Inspections						
Inspection Fee Class						
79	A	\$ 135.00		High		\$ 143.00
80	B	\$ 269.00		High		\$ 285.00
81	C	\$ 403.00		High		\$ 427.00
82	D	\$ 538.00		High		\$ 570.00
83	E	\$ 807.00		High		\$ 855.00
84	M	\$ 1,613.00		High		\$ 1,710.00
85	RDS	\$ 201.00		High		\$ 213.00
* Immediately upon issuance of a new permit, the permitted shall be billed a percentage of the above inspection fee, determined by the days remaining in the billing period, as scheduled below. The annual inspection fee shall also be increased by an additional \$138.00 for each approved rainwater diversion system.						
86	Days remaining in billing: 1-60	\$ -		High		\$ -
87	Days remaining in billing: 61-120	\$ 0.30		High		\$ 0.30
88	Days remaining in billing: 121-210	\$ 0.55		High		\$ 0.60
89	Days remaining in billing: 211-300	\$ 0.90		High		\$ 1.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
90	Days remaining in billing: 301-365	\$ 1.25		High		\$ 1.30
91	Wastewater sampling and analysis fee - per analysis	\$ 201.00		High		\$ 213.00
Miscellaneous Fees						
92	Inspection of pretreatment facility for permit cancellation	\$ 135.00		High		\$ 143.00
93	Review of site remedial investigation and cleanup plan to correct unauthorized release of industrial waste, initial deposit	\$ 166.00		High		\$ 176.00
94	Additional site remedial investigation and cleanup plan review and approval, per hour	\$ 166.00		High		\$ 176.00
95	Inspection s outside of normal business hours, per hour	\$ 135.00		High		\$ 143.00
96	Inspection for which no fee is specifically indicated	\$ 135.00		High		\$ 143.00
97	Additional plan review or revisions of previously approved plans, per hour	\$ 166.00		High		\$ 176.00
98	Delinquent fees (for fees not paid within 30 calendar days from the billing date):	10% penalty fee for each 30 day period beyond the billing date.		High		10% penalty fee for each 30 day period beyond the billing date.
Annual Inspection Fee Refunds						
99	1 - 60 (days from previous billing date)	\$ 0.80		High		\$ 0.80
100	61 - 150 (days from previous billing date)	\$ 0.55		High		\$ 0.60
101	151 - 240 (days from previous billing date)	\$ 0.30		High		\$ 0.30
102	241 or more (days from previous billing date)	\$ -		High		\$ -

	Classes of Businesses, Processes and Industries for Plan Review and Inspection	Plan Review Class	Inspection Class			
Agricultural Production, Food Processing and Handling						
103	Animal Slaughtering (except fowl)	\$ 3.20	D	High		\$ 3.40
104	Bakery plants	\$ 2.10	C	High		\$ 2.20
105	Beverages, canning and bottling	\$ 2.10	C	High		\$ 2.20
106	Breweries, wineries	\$ 3.20	D	High		\$ 3.40
107	Canned and preserved fruits and vegetables	\$ 3.20	B	High		\$ 3.40
108	Cold storage and refrigeration plants	\$ 1.10	A	High		\$ 1.20
109	Dairies and dairy products	\$ 2.10	D	High		\$ 2.20
110	Food markets	\$ 1.10	A	High		\$ 1.20
111	Frozen foods	\$ 2.10	B	High		\$ 2.20
112	Hydroponic farms	\$ 2.10	B	High		\$ 2.20
113	Poultry	\$ 3.20	E	High		\$ 3.40
114	Prepared meat, poultry, and fish products	\$ 2.10	C	High		\$ 2.20
115	Restaurants, public eating places and plant cafeterias	\$ 1.10	A	High		\$ 1.20
116	Rendering	\$ 3.20	C	High		\$ 3.40
117	Sugar and confectionery products	\$ 1.10	A	High		\$ 1.20
118	Vegetable fats and oils	\$ 2.10	B	High		\$ 2.20
119	Vegetable packing	\$ 3.20	D	High		\$ 3.40
Mining, Manufacturing and Processing						
120	Aircraft	\$ 3.20	C	High		\$ 3.40
121	Aircraft Engines, parts and accessories	\$ 3.20	C	High		\$ 3.40
122	Ammunition and explosives	\$ 2.10	D	High		\$ 2.20
123	asphalt and asphalt products	\$ 4.30	E	High		\$ 4.60

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
124	Battery manufacturing, servicing and reclaiming	\$ 3.20	E	High		\$ 3.40
125	Blast furnaces, steel works, rolling and finishing mills	\$ 4.30	E	High		\$ 4.60
126	Carpet mills with dyeing	\$ 4.30	D	High		\$ 4.60
127	Carpet mills without dyeing	\$ 1.10	A	High		\$ 1.20
128	Cement manufacturing	\$ 3.20	B	High		\$ 3.40
129	Ceramics	\$ 2.10	D	High		\$ 2.20
130	Chemical milling	\$ 5.40	E	High		\$ 5.70
131	Chemical plants	\$ 5.40	E	High		\$ 5.70
132	Coating, electroplating, engraving, and related services	\$ 4.30	E	High		\$ 4.60
133	Concrete batch plants	\$ 2.10	D	High		\$ 2.20
134	Cut stone and stone products	\$ 2.10	A	High		\$ 2.20
135	Electric power generation plants except waste-to-energy facilities	\$ 3.20	B	High		\$ 3.40
136	Enameled products	\$ 2.10	B	High		\$ 2.20
137	Guided missiles, space vehicles, space vehicle propulsion units and propulsion unit parts	\$ 4.30	D	High		\$ 4.60
138	Iron and steel foundries and heat treating	\$ 4.30	D	High		\$ 4.60
139	Linoleum, asphalt-felt-base and other hard-surface floor covering	\$ 2.10	B	High		\$ 2.20
140	Metal fabrication (no chemical waste)	\$ 1.10	B	High		\$ 1.20
141	Metals - with chemical waste (not otherwise classified)	\$ 1.10	A	High		\$ 1.20
142	Metals - with no chemical wastes (not otherwise classified)	\$ 1.10	B	High		\$ 1.20
143	Motor vehicles parts and accessories	\$ 2.10	B	High		\$ 2.20
144	Motor vehicles, vehicle bodies, and trailers	\$ 3.20	B	High		\$ 3.40
145	Musical instruments (metal)	\$ 2.10	C	High		\$ 2.20
146	Non-metals - with chemical wastes (not otherwise classified)	\$ 3.20	D	High		\$ 3.40
147	Non-metals - with no chemical wastes (not otherwise classified)	\$ 1.10	A	High		\$ 1.20
148	Oil field production	\$ 2.10	C	High		\$ 2.20
149	Paint manufacturing	\$ 3.20	D	High		\$ 3.40
150	Paper manufacturing	\$ 3.20	C	High		\$ 3.40
151	Paper products	\$ 2.10	B	High		\$ 2.20
152	Pesticides	\$ 4.30	D	High		\$ 4.60
153	Petroleum refining and processing	\$ 5.40	E	High		\$ 5.70
154	Pharmaceuticals	\$ 4.30	D	High		\$ 4.60
155	Photographic equipment and supplies	\$ 2.10	C	High		\$ 2.20
156	Pottery, china, earthenware, porcelain and related products	\$ 2.10	C	High		\$ 2.20
157	Primary smelting and refining of nonferrous metals	\$ 3.20	B	High		\$ 3.40
158	Printed circuit boards	\$ 4.30	E	High		\$ 4.60
159	Quarrying and rock crushing	\$ 4.30	D	High		\$ 4.60
160	Railroad equipment	\$ 2.10	B	High		\$ 2.20
161	Rolling, drawing and extruding nonferrous metals	\$ 2.10	C	High		\$ 2.20
162	Rubber and plastics products	\$ 3.20	C	High		\$ 3.40
163	Sand and gravel washing and screening	\$ 3.20	D	High		\$ 3.40
164	Secondary smelting and refining of nonferrous metals	\$ 2.10	C	High		\$ 2.20
165	Semiconductor and related devices	\$ 3.20	D	High		\$ 3.40
166	Silverware, plated ware and stainless steel ware	\$ 4.30	E	High		\$ 4.60
167	Spray-painting shops	\$ 1.10	A	High		\$ 1.20
168	Steel springs manufacturing	\$ 3.20	E	High		\$ 3.40
169	Tanning and wool pulling	\$ 3.20	D	High		\$ 3.40
170	Textile mills, treating and dyeing	\$ 4.30	D	High		\$ 4.60

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
171	Wood fabrication (no chemical wastes)	\$ 1.10	A	High		\$ 1.20
	Retail Trade and Services					
172	Airports, flying fields and airport terminal services	\$ 1.10	B	High		\$ 1.20
173	Automotive repair	\$ 1.10	C	High		\$ 1.20
174	Bottle and can washing	\$ 2.10	B	High		\$ 2.20
175	Car wash	\$ 1.10	C	High		\$ 1.20
176	Chemical Laboratories	\$ 1.10	B	High		\$ 1.20
177	Cleaners, retail	\$ 1.10	B	High		\$ 1.20
178	Commercial laundries (not coin-operated)	\$ 2.10	B	High		\$ 2.20
179	Cooperages	\$ 3.20	D	High		\$ 3.40
180	Dry cleaning plants	\$ 2.10	D	High		\$ 2.20
181	Film processing plants	\$ 2.10	C	High		\$ 2.20
182	Film processing, retail	\$ 1.10	A	High		\$ 1.20
183	Kennels, dog and cat hospitals	\$ 1.10	A	High		\$ 1.20
184	Marine service	\$ 2.10	C	High		\$ 2.20
185	Schools, churches and institutions	\$ 1.10	A	High		\$ 1.20
186	Service stations - incidental car washing, repairs, and maintenance	\$ 1.10	A	High		\$ 1.20
187	Tank truck interior washing	\$ 2.10	D	High		\$ 2.20
188	Truck repair and exterior washing	\$ 1.10	C	High		\$ 1.20
	Waste Disposal Facilities					
189	Cogeneration facilities (not otherwise classified)	\$ 2.10	C	High		\$ 2.20
190	Hazardous waste treatment, recycling, storage and transfer facilities	\$ 6.40	M	High		\$ 6.80
191	Injection wells, non-oilfield wastes (liquids)	\$ 3.20	M	High		\$ 3.40
192	Landfill gas recovery facilities	\$ 6.40	M	High		\$ 6.80
193	Liquid waste storage and transfer facilities, non-hazardous	\$ 4.30	E	High		\$ 4.60
194	Open facilities, not used	\$ 1.10	A	High		\$ 1.20
195	Solid-waste transfer, recycling and composting facilities	\$ 3.20	D	High		\$ 3.40
196	Solid-waste incinerators	\$ 6.40	M	High		\$ 6.80
197	Waste-to-energy facilities	\$ 6.40	M	High		\$ 6.80

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
1	Vicious and Dangerous Dog Designation	\$ 143.00		High		\$ 152.00
2	Transfer Permit Fee	\$ 5.00		High		\$ 5.00
Police Records						
3	ATM Safety Law	\$ 29.00	per request	Medium		\$ 31.00
4	Citation Verification (Equipment Violation) - Residents	\$ 12.00	per request	Medium		\$ 13.00
5	Citation Verification (Equipment Violation) - Non-residents	\$ 29.00	per request	High		\$ 31.00
6	Copies of Crime Reports	\$ 0.25	per page	Low	First 25 pages free	\$ 0.30
7	Fingerprinting - first card	\$ 12.00	per person	High		\$ 13.00
8	Fingerprinting - each additional card	\$ 12.00	per person	High		\$ 13.00
8	Livescan Fingerprinting (DOJ State Level)	\$ 32.00	per person	High	Per State of California DOJ	\$ 32.00
9	Livescan Fingerprinting (both DOJ State Level and FBI Federal Level)	\$ 49.00	per person	High		\$ 52.00
10	Microfilm Reproduction	\$ 35.00	first five pages	High	\$1.00 for each additional page thereafter.	\$ 37.00
11	Photograph Reproduction	\$ 1.10	per CD per person	Low	no limit to quantity of pictures as long as they fit on one CD, if storage capacity is exceeded then a second CD must be purchased	\$ 1.20
12	Repossession Administrative Fee	\$ 17.00		High		\$ 18.00
13	Special Reports or Research Fee (for video/audio reproduction; blank tapes provided by requester)	\$ 248.00	per hour	High	with one hour minimum, additional time charged at 15-minute increments	\$ 263.00
14	Local C.O.R.I. Letter	\$ 38.00	per request	High		\$ 40.00
15	Sex and Drug Registrants	\$ -		Low		\$ -
16	Police Shooting Range	Law Enforcement use only		Low		Law Enforcement use only
17	Civil Subpoena Duces Tecum	\$ 15.00		Low	Set by State Evidence Code Section 1563	\$ 15.00
18	Traffic Accident Report	\$ 38.00		High		\$ 40.00
19	Adult Business Performer License Annual Fee	\$ 248.00		High		\$ 263.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
20	Misdemeanor/Infraction Violation	Any person convicted of a misdemeanor under any provision of this Code shall be punishable by a fine of not more than \$1,000.00 or by imprisonment in the City				
	Penalty for Infraction					
21	1st Violation	Not more than \$100		High		Not more than \$100
23	2nd Violation (of same provision within 1 year)	Not more than \$200		High		Not more than \$200
24	3rd and any Additional Violation (of same provision within 1 year)	Not more than \$500		High		Not more than \$500
25	Infraction regarding minors	Set by the court		High		Set by the court
	Police Towing Services (according to third-party contract with Jen's Towing)					
26	Regular Tow - Class A	\$ 277.00		High	*All rates are according to latest CHP rates	\$ 293.62
27	Medium Duty Tow - Class B	\$ 337.85		High		\$ 354.76
28	Heavy Duty Tow - Class C	\$ 490.33		High		\$ 519.73
29	Super Heavy Duty Tow - Class D	\$ 523.00		High		\$ 536.64
30	Motorcycle Tow	\$ 277.00		High		\$ 293.62
31	Regular Storage - Class A (inside)	\$ 71.00	day	High		\$ 73.45
32	Medium Storage - Class B (inside)	\$ 63.00	day	High		\$ 73.26
33	Heavy Storage - Class C (inside)	\$ 62.00	day	High		\$ 76.61
34	Heavy Duty Storage - Class D (inside)	\$ 78.00	day	High		\$ 78.00
35	Motorcycle Storage (inside)	\$ 71.00	day	High		\$ 81.61
36	Regular Storage - Class A (outside)	\$ 68.35	day	High		\$ 71.70
37	Medium Storage - Class B (outside)	\$ 71.00	day	High		\$ 75.15
38	Heavy Storage - Class C (outside)	\$ 78.00	day	High		\$ 81.43
39	Heavy Storage - Class D (outside)	\$ 77.00	day	High		\$ 81.61
40	Motorcycle Storage (outside)	\$ 68.35	day	High		\$ 71.70
41	Handicap Tow	\$ 277.00	day	High		\$ 293.62
42	Handicap Storage (indoor)	\$ 71.00	day	High	\$ 73.45	
43	Handicap Storage (outdoor)	\$ 68.35	day	High	\$ 71.70	

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Disorderly Party Fee					
44	First Response	No fee		High		No fee
45	2nd or subsequent response	Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)		High		Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)
	Parking Violations					
	Arcadia Municipal Code Violations					
46	10.1 No Stopping or Standing in Parkway	\$ 75.00		High		\$ 80.00
47	10.3 No Stopping or Parking	\$ 75.00		High		\$ 80.00
48	10.3(G) No Stopping or Parking (Street Sweeping)	\$ 75.00		High		\$ 80.00
49	10.4 Using Street Storage of Vehicle	\$ 115.00		High		\$ 122.00
50	10.6 Repairing or Greasing Vehicle on Street	\$ 75.00		High		\$ 80.00
51	10.7 Washing or Polishing Vehicle on Street	\$ 75.00		High		\$ 80.00
52	10.11 Unlawful Parking - Peddlers/Vendors	\$ 96.00		High		\$ 102.00
53	10.12 No Parking (Emergency Signs)	\$ 75.00		High		\$ 80.00
54	11.0 Green Curb (24 Minutes Only)	\$ 75.00		High		\$ 80.00
55	11.2 & 11.3 Overtime Parking (1 Hr. Zone and 2 Hr. Zone)	\$ 75.00		High		\$ 80.00
56	11.6 Park in Space Parking	\$ 75.00		High		\$ 80.00
57	11.9 Overnight Parking (2:30 a.m. to 5:30 a.m.)	\$ 75.00		High		\$ 80.00
58	11.9.1 Overnight Parking (Vehicle over 6,000 lbs.)	\$ 110.00		High		\$ 117.00
59	Temporary All Night Parking	\$ 5.00	per night	High		\$ 5.00
60	12.1 Park in Violation of Curb Markings (R Y W)	\$ 75.00		High		\$ 80.00
61	12.2 Load or Unload in Excess of 20 Minutes	\$ 75.00		High		\$ 80.00
62	12.3 Park in Loading Zone	\$ 75.00		High		\$ 80.00
63	12.4 Park in Passenger Loading Zone	\$ 75.00		High		\$ 80.00
64	12.5 Park in Alley	\$ 75.00		High		\$ 80.00
65	3240 Parking on Private Property	\$ 75.00		High		\$ 80.00
66	13.15 Parking Commercial Vehicle in Residential	\$ 232.00		High		\$ 246.00
67	13.16 Commercial Vehicle (truck route)	\$ 277.00		High		\$ 294.00
68	9402.6(o) Park on Lawn/Unpaved Surface	\$ 70.00		High		\$ 74.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	California Vehicle Code Violations					
69	21113a Parking on Public Grounds	\$ 75.00		High		\$ 80.00
70	22500a Parking Within an Intersection	\$ 75.00		High		\$ 80.00
71	22500b On a Crosswalk	\$ 75.00		High		\$ 80.00
72	22500e In Front of Public or Private Drive	\$ 75.00		High		\$ 80.00
73	22500f On a Sidewalk	\$ 75.00		High		\$ 80.00
74	22500h Double Parking	\$ 75.00		High		\$ 80.00
75	22500i Bus Zone	\$ 346.00		High		\$ 367.00
76	22500 l Park in Fire Lane/Accessway	\$ 346.00		High		\$ 367.00
77	22502 Park over 18" from R/Curb (or Wrong Side)	\$ 75.00		High		\$ 80.00
78	22507 8 Handicapped Parking (First Offense Only)	\$ 461.00		High		\$ 489.00
79	22514 Fire Hydrant (Within 15 feet)	\$ 75.00		High		\$ 80.00
80	22522 Park Near Curb Access Ramp	\$ 346.00		High		\$ 367.00
81	22526 Blocking Intersection	\$ 121.00		High		\$ 128.00
82	5200(a) Improper Display of License Plates	\$ 75.00		High		\$ 80.00
83	5204(a) Improper Display of Tabs	\$ 75.00		High		\$ 80.00
	Public Safety Alarm Fees					
	False Security Alarm Fees					
84	First and second false security alarm in any consecutive 365 day period (MC Section - 3907)	No Cost Assessment		High		No Cost Assessment
85	Third false security alarm in any consecutive 365 day period (MC Section 3907b)	\$ 232.00	Assessment	High		\$ 246.00
86	Fourth false security alarm in any consecutive 365 day period (MC 3907c)	\$ 346.00	Assessment	High		\$ 367.00
87	Fifth and all subsequent false security alarms in any consecutive 365 day period (MC 3907d) (Resolution 7047, adopted 10-21-14)	\$ 461.00	Assessment	High		\$ 489.00
88	Each false security alarm which specifically signals a robbery or panic alarm regardless of any other crime in any 365 day period	\$ 232.00	Cost Assessment	High	Commencing with the 2nd false security alarm in any consecutive 365 period 3907e	\$ 246.00
89	Reactivation Fee	\$ 232.00		High		\$ 246.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	False Fire Alarm					
90	First and Second false Fire Alarm during the calendar year	No Cost Assessment		High		No Cost Assessment
91	Third and all subsequent false fire alarms during calendar year	Cost Assessment of \$320		High		Cost Assessment of \$320
92	Fifth and all subsequent false fire alarms during calendar year	Subject to Administrative Citations		High		Subject to Administrative Citations
	Vehicle Impound/Storage Fees					
93	Vehicle Impound/Storage Release Fee	\$ 196.00		High		\$ 208.00
94	Vehicle Impound/Storage Release Fee - Incident to Arrest Other than DUI	\$ 808.00		Medium		\$ 856.00
95	Vehicle Impound/Storage Release Fee with DUI	\$ 808.00		Medium		\$ 856.00
96	Massage Therapist Permit Application Fee	\$ 288.00		High		\$ 305.00
97	Massage Therapist Permit Renewal Fee	\$ 248.00		High		\$ 263.00
98	Movie Detail	Cost Varies		High		Cost Varies
	Miscellaneous Police Services					
99	Safekeeping of Firearms	\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit		High		\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit
100	Annual Overnight Parking Permit	\$ 143.00		High	Effective January 1, 2026	\$ 152.00
101	Annual Overnight Parking Permit Transfer Fee	\$ 5.00		High	Effective January 1, 2026	\$ 5.00
102	Altered Dogs	\$ 36.00		High		\$ 36.00
103	Unaltered Dogs	\$ 78.00		High		\$ 78.00
104	Altered Dogs - Senior rate	\$ 23.00		High		\$ 23.00
105	Unaltered Dogs - Senior rate	\$ 46.00		High		\$ 46.00
106	Pet Store/Groomer	\$ 125.00		High		\$ 125.00
107	Replacement Tags	\$ 25.00		High		\$ 25.00
108	Penalty Fee for late payments	\$ 30.00		High		\$ 30.00
109	Taxi Driver Permit Application	\$ 248.00		High		\$ 263.00
110	Solicitation Permit Application	\$ 156.00		High		\$ 165.00
111	Audio/Video Recording (on CD)	\$ 1.00		High		\$ 1.00
112	Concealed Carry Weapon License Application	\$ 389.00		High		\$ 389.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
113	Concealed Carry Weapon License Amendment	\$ 10.00		High		\$ 11.00
114	Concealed Carry Weapon License Renewal	\$ 26.00		High		\$ 28.00
115	Concealed Carry Weapon License Psychological Test	\$ 153.00		High		\$ 162.00

RECREATION AND COMMUNITY SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
Classes and Activities						
1	Class Registration Administration Fee	\$ 6.00	each	Low		\$ 6.00
2	Refund Processing Fee for Cancellation of Activity	\$ 22.00	each	Low		\$ 22.00
Youth Programs						
3	Kids Night Out	\$ 24.00	each	Low		\$ 24.00
4	Afterschool Sports Leagues	\$ 115.00	each	Low	*previously Intramural Basketball, Volleyball, and Football	\$ 119.00
5	Seasonal Camps	\$ 41.00	daily	Low	*previously Winter, Spring, Thanksgiving, and Teen Camps	\$ 34.00
6	Day Camp	\$ 174.00	weekly	Low		\$ 174.00
7	Sports Camp	\$ 174.00	weekly	Low		\$ 174.00
8	Fun N Play	\$ 54.00	weekly	Low		\$ 59.00
Adult Programs						
9	Adult Basketball League	\$ 910.00	team	Low		\$ 894.00
10	Open Play Sports	\$ 40.00	quarterly	Low	*previously Badminton, Volleyball, Pickleball (no instructor)	\$ 44.00
Wilderness Park Fees						
11	Overnight Youth Campouts (up to 50 people)	\$ 320.00	daily	Low		\$ 320.00
12	Overnight Youth Campouts (up to 100 people)	\$ 640.00	daily	Low		\$ 640.00
13	Security deposit	\$ 120.00	daily	Low		\$ 120.00
14	School Picnics	\$ 118.00	daily	Low		\$ 120.00
15	Groups (1-5)	\$ -	daily	Low		\$ -
16	Groups (6+)	\$ 32.00	daily	Low		\$ 32.00
Various Parks						
17	Hourly Fee for Use of Synthetic Turf Fields	\$ 41.00	hourly	Low		\$ 45.00
18	Bonita Park Light Use	\$ 12.00	hourly	Low		\$ 13.00
19	Annual Security Deposit For Use of Concession Stands	\$ 300.00	annually	Low		\$ 300.00
20	Annual Security Deposit For Use of Athletic Fields	\$ 300.00	annually	Low		\$ 300.00
Community Center Ballroom						
21	Priority 2: Full Ballroom (Under 150 people); City Retirement Events	\$ 250.00	flat	Low	6 hours maximum, including set up/breakdown	\$ 300.00
22	Priority 3: Full Ballroom (Capacity 300)	\$ 172.00	hourly	Low	2 hour minimum	\$ 200.00
23	Priority 3: 1/2 Ballroom (Capacity 150) (NEW)	N/A	hourly	Low	2 hour minimum	\$ 100.00
24	Ballroom Security Deposit	\$ 350.00	daily	Low		\$ 350.00
Small Meeting Rooms						
25	Community Center Dance Room, Craft Room, Billiards Room	\$ 70.00	hourly	Low	2 hour minimum	\$ 70.00
26	Museum Education Center Rentals	\$ 58.00	hourly	Low	2 hour minimum	\$ 70.00
27	Council Chambers Room Facility Rental	\$ 58.00	hourly	Low	2 hour minimum	\$ 70.00
28	Small Meeting Room Security Deposit	\$ 120.00	daily	Low		\$ 120.00
Custodial Care of Children - Late Fees						
29	5 minutes	\$ -	each	Low		\$ -
30	6 - 15 minutes	\$ 20.00	each	Low		\$ 20.00
31	16 - 30 minutes	\$ 30.00	each	Low		\$ 30.00
32	31-45 minutes	\$ 40.00	each	Low		\$ 40.00
33	46-60 minutes	\$ 50.00	each	Low	\$10 additional charge for each 5 minutes after	\$ 50.00
34	Extended Care AM	\$ 25.00	daily	Low		\$ 25.00

RECREATION AND COMMUNITY SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
35	Extended Care PM	\$ 25.00	daily	Low		\$ 25.00
36	Extended Care AM&PM	\$ 50.00	daily	Low		\$ 50.00

LIBRARY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Library Fees					
	Overdue Library Materials					
1	Per day, per item	\$ 0.25		Low		\$ 0.25
2	Maximum fine, per item	\$ 10.00		Low		\$ 10.50
3	Referral fee to collection agency per item	\$ 15.00		Low		\$ 15.00
	Items Lost or Damaged Beyond Repair					
4	Replacement	Cost of Items		Low		Cost of Items
5	Processing Charge (paperback)	\$ 5.00		Low		\$ 5.00
6	Processing Charge (all other materials)	\$ 5.00		Low		\$ 5.00
	Chargers					
7	Chromebook	\$ 40.00		Low		\$ 40.00
8	Launchpad/Playaway View	\$ 17.00		Low		\$ 10.00
	New: Missing Labels					
9	Barcodes, per item	\$ 1.00		Low		\$ 1.00
10	RFID Tags, per item	\$ 1.00		Low		\$ 1.00
	Book Reserve					
11	Adult materials	Free		Low		Free
12	Children's materials	Free		Low		Free
13	Interlibrary Loan Requests: Each request (plus postage and other fees added by	\$ 5.00		Low		\$ 5.00
	Photocopies					
14	Photocopies (first 25 pages)	Free		Low		Free
15	Photocopies (26th and subsequent pages)	\$ 0.15	per page	Low		\$ 0.15
16	Historical Materials for Private or Not for Profit Use	\$ 20.00		Low		\$ 20.00
17	Historical Materials, commercial use, public display, publication	\$ 50.00		Low		\$ 50.00
	Library Card					
18	Replacement fee for lost card	\$ 2.00		Low		\$ 2.00
	Library Meeting Room Reservations					
	Cay Mortenson Auditorium					
19	Per Hour Rental Fee (2 hour minimum)	\$ 125.00		Low		\$ 133.00
20	Auditorium Security Deposit (refundable)	\$ 150.00		Low		\$ 159.00
21	Cleaning Fee per use when food is served	\$ 50.00		Low		\$ 53.00
22	Auditorium Piano Rental Use Fee	\$ 50.00		Low		\$ 53.00
23	Internet Computer Use Guest Pass	Free		Low		Free
	Museum Patio					
24	Per Hour (2 hour minimum)	\$ 43.00		Low		\$ 45.50
	Passport Services					
25	Passport Fee	\$ 35.00		Low		\$ 35.00
26	Photo Fee	\$ 15.00		Low		\$ 15.00
27	Express Mail	\$ 28.75		Low		\$ 32.00
	Class Fees					
28	English Conversation Fee	\$ -	yr/student	Low		\$ -
29	Per Hour Rental Fee Imagination Theater (1 hour min.)	\$ 55.00	per hour	Low		\$ 58.00
30	Security Deposit (refundable)	\$ 55.00		Low		\$ 58.00

Exhibit "A"

MISCELLANEOUS FEES - CITYWIDE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
ARCADIA TRANSIT DIAL-A-RIDE (RESIDENTS ONLY)						
1	Seniors/Disabled single one-way trip	\$ 0.50		Low		\$ 0.50
2	Seniors/Disabled Reduced fare monthly pass	\$ 5.00		Low		\$ 5.00
ARCADIA TRANSIT FIXED ROUTE (GENERAL PUBLIC)						
3	General Public single one-way trip	\$ 0.50		Low		\$ 0.50
4	Seniors/Disabled single one-way trip	\$ -		Low	Free fare for seniors and disabled persons on the fixed route.	\$ -
PHOTOCOPIING FEES (MATERIALS REPRODUCED BY THE CITY)						
5	First 25 pages	Free	per page	Low	For any single document	Free
6	Every page after 25 page	\$ 0.11	per page	High	For any single document	\$ 0.11
RETURNED CHECKS/INSUFFICIENT FUNDS						
7	Non-Sufficient Check - 1st check passed	\$ 25.00	per returned item	High		\$ 25.00
8	Non-Sufficient Check - subsequent check to that payee passed in insufficient funds	\$ 35.00	per returned item	High		\$ 35.00

CITY MANAGER

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
CITY CLERK DUPLICATION SERVICES						
1	Municipal Code	Available for purchase on City's website through Municipal Code Corporation		High		Available for purchase on City's website through Municipal Code Corporation
2	Copies of City Documents - First 25 pages	Free		High		Free
3	Copies of City Documents - Every page thereafter	\$ 0.11	per page	High		\$ 0.12
4	DVD Duplication of City Council Meetings	Actual cost		High		Actual cost
CITY ATTORNEY FEES						
5	Subpoena for Records	\$ 15.00		High	Set by CA EVIDENCE CODE 1563.6	\$ 15.00
6	Employee Witness Fees (Subpoena)	\$ 275.00		High	Set by CA GOV CODE 68097.2	\$ 275.00
7	Recovery of Attorney Fees in any action, administrative proceeding or special proceeding to abate a public nuisance	Actual Cost		High		Actual Cost
8	City Attorney Pass Through Fees	City Attorney Private Law rate minus a 10%		High		City Attorney Private Law rate minus a 10%
9	Flashdrive	\$ 5.75		High		\$ 6.00
10	Notary Fee	\$ 15.00		High	Set by CA GOV CODE 8211	\$ 15.00
11	Special Event Application	\$ 662.00		High		\$ 702.00

CODE SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	ADMINISTRATIVE CITATIONS					
1	First Violation (AMC Violation Only)	\$ 100.00		High	Set by AMC Section 1200(b)	\$ 100.00
2	Second Violation (within 24 months)	\$ 200.00		High	Set by AMC Section 1200(b)	\$ 200.00
3	Third and subsequent Violations (within 24 months)	\$ 500.00		High	Set by AMC Section 1200(b)	\$ 500.00
4	Delinquent Fines	10% surcharge		High		10% surcharge
5	Interest on Delinquent Fines	1/2 of 1% per month, pro rata		High		1/2 of 1% per month, pro rata
6	Non-Operating Property Annual Registry Fee	\$ 1,522.00		High		\$ 1,613.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
APPEALS						
1	Building Code Appeal	\$ 806.00		High		\$ 854.00
BUILDING PERMIT FEES						
2	Issuing Fee	\$ 63.00		High		\$ 67.00
3	Accessibility Review (ADA) Fees for Building Permit issuance	10% increase to base Building Permit Cost		High		10% increase to base Building Permit Cost
4	Accessibility Review (ADA) Fees for Building Permit issuance	15% increase to base Plan Check Cost		High		15% increase to base Plan Check Cost
Other Inspections						
5	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
6	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
7	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00
PLAN REVIEW FEES						
8	When plans are required to be submitted by the Building Code, a plan review fee equal to 65 percent of the building permit fee shall be paid at the time of submitting plans and specifications for review.	65% of Building Permit Fee		High		65% of Building Permit Fee
9	When approved plans are revised, a supplemental plan review fee shall be paid to the City based on an hourly rate, with a minimum charge of one (1) hour. If the review is conducted by an external City plan check consultant, the fee shall be the actual cost of the review.	\$ 151.00	per hour	High		\$ 160.00
10	When plans are required to be submitted for compliance with the State Energy Conservation Regulations, an energy plan review fee equal to 20 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	20% of Building Permit Fee		High		20% of Building Permit Fee
11	When plans are required to be submitted for new commercial, industrial and multiple family buildings, a fire department plan review fee equal to 9.75 percent of the building permit fee shall be paid at the time of submitting the plans and specifications for review.	9.75% of Building Permit Fee		High		9.75% of Building Permit Fee

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
12	When plans are required to be submitted for compliance with the California Green Building Code Regulations, a Cal Green plan review fee equal to 10 percent of the total plan check fee shall be paid at the time of submitting the plans and specifications of review	10% of the total Plan Check Fee		High		10% of the total Plan Check Fee
13	WELO (Water Efficiency Landscape Ordinance), plan check fee by outside consultants	Actual Cost		High	Actual cost of review by outside plan check consultant.	Actual Cost
14	WELO Plan Check Fee	Actual Cost		High	Actual cost of inspection by outside plan check consultant.	Actual Cost
15	WELO Issuance fee	\$ 63.00		High		\$ 67.00
GRADING PLAN REVIEW AND PERMIT FEES						
16	Issuing Fee	\$ 63.00		High		\$ 67.00
PLUMBING PERMIT FEES						
17	Issuance fee, per permit	\$ 63.00		High		\$ 67.00
	Unit Fee Schedule					
18	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)	\$ 17.00		High		\$ 18.00
19	For each building sewer connection on property, including for each dwelling unit in a multiple-family development	\$ 41.00		High		\$ 43.00
20	Rainwater systems, per drain (inside building)	\$ 17.00		High		\$ 18.00
21	For each private sewage disposal system (where permitted)	\$ 124.00		High		\$ 131.00
22	For each water heater and/or vent	\$ 20.00		High		\$ 21.00
23	For each gas piping system of one to five outlets	\$ 20.00		High		\$ 21.00
24	For each gas piping system over five outlets, per outlet	\$ 4.75		High		\$ 5.00
25	For each interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$ 34.00		High		\$ 36.00
26	For installation, alteration, or repair of water service. Piping and or water piping to one (1) fixture	\$ 17.00		High		\$ 18.00
27	For repiping an existing domestic water supply and distribution system	By building permit value		High		By building permit value
28	For repair or alteration of drainage or vent piping, each fixture	\$ 17.00		High		\$ 18.00
29	For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$ 24.00		High		\$ 25.00
30	For atmospheric-type vacuum breakers not included in items 1: 1 to 5	\$ 11.00		High		\$ 12.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
31	For atmospheric-type vacuum breakers not included in items 1: over 5, each	\$ 2.30		High		\$ 2.40
32	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches or smaller	\$ 20.00		High		\$ 21.00
33	For each backflow protective device other than atmospheric-type vacuum breakers: over 2 inches	\$ 41.00		High		\$ 43.00
34	For each swimming pool piping (including spas and hot tubs)	\$ 36.00		High		\$ 38.00
35	For each swimming pool "P" trap	\$ 11.00		High		\$ 12.00
36	For each swimming pool, spa and hot tub water heater (including gas piping)	\$ 51.00		High		\$ 54.00
37	For each sewer cap and/or cesspool fill	\$ 20.00		High		\$ 21.00
	Other Inspections					
38	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
39	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
40	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High	2 Hour Minimum	\$ 153.00
	PLUMBING PLAN REVIEW FEES					
41	For plumbing plans which require plan review, a plan review fee equal to 65 percent of the plumbing permit fee shall be paid to the Building Official at the time plans are submitted for review.	65% of Plumbing Permit Fee		High		65% of Plumbing Permit Fee
	ELECTRICAL PERMIT FEES					
42	Issuance fee, per permit	\$ 63.00		High		\$ 67.00
	Services					
43	For residential service of 600 volts or less and not over 400 amps in rating, including on meter each for residential service of 600 volts or less and over 400 amps in rating, including one (1) meter	\$ 24.00		High		\$ 25.00
44	For residential service of 600 volts or less, and over 400 amps in rating, including one (1) meter	\$ 67.00		High		\$ 71.00
45	For one commercial service 200 amps or less, including one meter each	\$ 42.00		High		\$ 45.00
46	For each commercial service 200 amps to 1,000 amps, including one meter each	\$ 72.00		High		\$ 76.00
47	For commercial services over 600 volts or over 1,000 amps in rating, including one meter each	\$ 144.00		High		\$ 153.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
48	For each additional meter	\$ 20.00		High		\$ 21.00
49	For each distribution panel	\$ 25.00		High		\$ 27.00
	New Residential Construction					
50	For each new single, duplex and multiple-family dwelling for each square foot of gross floor area	\$ 0.09		High		\$ 0.10
51	For buildings accessory to new residential buildings constructed in conjunction with those residential buildings for each square foot of gross floor area.	\$ 0.08		High		\$ 0.08
	Other Construction					
52	For receptacle, switch, lighting outlets: First 20, each	\$ 2.25		High		\$ 2.40
53	For receptacle, switch, lighting outlets: Additional, each	\$ 1.45		High		\$ 1.50
54	For lighting fixtures, sockets or other lamp devices: First 20, each	\$ 2.25		High		\$ 2.40
55	For lighting fixtures, sockets or other lamp devices: Additional, each	\$ 1.45		High		\$ 1.50
56	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: First 6	\$ 35.00		High		\$ 37.00
57	For pole or platform mounted lighting fixtures such as tennis courts, parking lot standards and walkway lighting fixtures, including any foundation: Additional, each	\$ 9.00		High		\$ 10.00
58	For fixed residential appliances or receptacle outlets for same, not exceeding 1 hp in rating, each	\$ 9.00		High		\$ 10.00
59	For nonresidential appliances and self-contained factory wired appliances not exceeding 1 hp, kw, or kva, each	\$ 9.00		High		\$ 10.00
60	For electrical apparatus, conduits and conductor for which a permit is required, but for which no fee is specified, each	\$ 20.40		High		\$ 22.00
	POWER SCHEDULE					
	For motors, generators, transformers, rectifiers, converters, capacitors, industrial heating, air conditioning and heat pumps, cooking or baking equipment and other apparatus, as follows:					
	Rating in hp, kw, kva or kvar:				For equipment having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment	

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
61	Up to and including 1, each	\$ 10.00		High		\$ 11.00
62	Over 1 and not over 10, each	\$ 20.00		High		\$ 21.00
63	Over 10 and not over 50, each	\$ 34.00		High		\$ 36.00
64	Over 50 and not over 100, each	\$ 56.00		High		\$ 59.00
65	Over 100, each	\$ 89.00		High		\$ 94.00
	BUS WAYS					
66	For trolley and plug-in bus ways, each 100 feet or fraction thereof	\$ 12.00		High		\$ 13.00
	SIGNS				The fee for filing an application for a sign permit shall be the same as required for a building of equivalent valuation and shall also include a plan check fee which shall be 50% of the permit fee.	
67	For one sign, outline lighting and marquee supplied from one branch circuit, each	\$ 84.00		High		\$ 89.00
68	For additional branch circuits, each	\$ 8.00		High		\$ 8.00
	Carnivals, Christmas Tree Lots, Sales Lots, Etc.					
69	For electric generators and electrically driven rides, each	\$ 20.00		High		\$ 21.00
70	For mechanically driven rides and walk through attractions with lighting, each	\$ 10.00		High		\$ 11.00
71	For a system supplying booth lighting, each	\$ 10.00		High		\$ 11.00
72	For Christmas tree lots, sales lots, etc., each	\$ 41.00		High		\$ 43.00
	TEMPORARY POWER					
73	For temporary service pole or pedestal installed in conjunction with temporary buildings, each	\$ 71.00		High		\$ 75.00
74	For temporary service pole and one distribution system for construction sites, each	\$ 41.00		High		\$ 43.00
75	For additional distribution panels installed in conjunction with temporary power poles, each	\$ 20.00		High		\$ 21.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SWIMMING POOLS, HOT TUBS, ETC.					
76	For not more than one sub-panel, three motors, integral lighting fixtures and all wiring and lighting for operation of same	\$ 96.00		High		\$ 102.00
	ELECTRICAL PLAN REVIEW FEES					
77	For electrical plans that require plan review, a plan review fee equal to 65 percent of the electrical permit fee shall be paid to the Building Official at the time plans are submitted for plan review.	65% of Electrical Permit Fee		High		65% of Electrical Permit Fee
	MECHANICAL PERMIT FEES					
78	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	Unit Fee Schedule					
79	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$ 24.00		High		\$ 25.00
80	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h	\$ 35.00		High		\$ 37.00
81	For the installation or relocation of each floor furnace, including vents	\$ 24.00		High		\$ 25.00
82	For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater	\$ 22.00		High		\$ 23.00
83	For the installation, relocation or replacement of each appliance vent installed and not included in any appliance permit	\$ 11.00		High		\$ 12.00
84	For the regular repair of, alteration of, or addition to each heating appliance refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by this code	\$ 24.00		High		\$ 25.00
85	For the installation or relocation of each boiler or compressor to and including 3 horsepower, or each absorption system to and including 10,000 Btu/h	\$ 24.00		High		\$ 25.00
86	For the installation or relocation of each boiler or compressor over 3 horsepower to and including 15 horsepower or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$ 45.00		High		\$ 48.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
87	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or each absorption system over 500,000 Btu/h and including 1,000,000 Btu/h	\$ 63.00		High		\$ 67.00
88	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower or each absorption system over 1,000,000 Btu/h and including 1,750,000 Btu/h	\$ 94.00		High		\$ 100.00
89	For the installation or relocation of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000 Btu/h	\$ 156.00		High		\$ 165.00
90	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	\$ 18.00		High	This fee shall not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this Code	\$ 19.00
91	For each air-handling unit over 10,000 cubic feet per minute, including ducts attached thereto	\$ 31.00		High		\$ 33.00
92	For each evaporative cooler other than portable type	\$ 18.00		High		\$ 19.00
93	For each ventilation fan connected to a single duct	\$ 11.00		High		\$ 12.00
94	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$ 18.00		High		\$ 19.00
95	For the installation of each kitchen hood, which is served by mechanical exhaust, including ducts for such hood	\$ 18.00		High		\$ 19.00
96	For the installation or relocation of each domestic-type incinerator	\$ 31.00		High		\$ 33.00
97	For the installation or relocation of each commercial or industrial-type incinerator	\$ 124.00		High		\$ 131.00
98	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this Code	\$ 18.00		High		\$ 19.00
99	For the installation of ducts to an existing comfort heating/cooling system, per system	\$ 12.00		High		\$ 13.00
100	For the installation of a factory built fireplace, including ducts attached thereto	\$ 18.00		High		\$ 19.00
	Other Inspections					
101	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
102	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
103	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	MECHANICAL PLAN REVIEW FEES					
104	For mechanical plans that require plan review, a plan review equal to 65 percent of the mechanical permit fee shall be paid to the Building Official at the time plans are submitted for plan review	65% of the Mechanical Permit Fee		High		65% of the Mechanical Permit Fee
	RELOCATION AND REMOVAL FEES					
105	A relocation examination fee is established in the amount of \$14.10 for each one hundred (100) square feet or fraction thereof of floor space, whether usable or not, contained within the building proposed to be relocated.	\$ 18.00	each one hundred sq ft	High		\$ 19.00
	Relocation Permit Fee					
106	Relocation permit fee shall be \$22.65 per one thousand dollars (\$1000.00) valuation, or fraction thereof of the building to be relocated. For the purpose of computing such fee, valuation shall include the reasonable cost of moving such structure and the reasonable value of all new construction, alterations, additions, repairs, replacements and foundations in connection therewith.	\$ 29.00	per one thousand dollars valuation	High		\$ 31.00
107	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	Removal Permit Fee (Export)					
108	The fee for filing an application for a removal permit shall be \$296.65 (route inspection fee and owner and mover bonds shall also be collected).	\$ 398.00		High		\$ 422.00
109	For the issuance of each permit	\$ 63.00		High		\$ 67.00
	DEMOLITION PERMIT FEES					
110	500 square feet or less	\$ 34.00		High		\$ 36.00
111	501 to 1,000 cubic yards	\$ 63.00		High		\$ 67.00
112	1,001 to 3,000 cubic yards	\$ 104.00		High		\$ 110.00
113	3,001 to 10,000 cubic yards	\$ 177.00		High		\$ 188.00
114	10,001 square feet or more	\$ 352.00		High		\$ 373.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
SWIMMING POOL PERMIT AND PLAN REVIEW FEES						
115	The fee for filing an application for a swimming pool permit and plan review shall be the same as required for a building of equivalent valuation.	Valuation Based	per perimeter foot	High		Valuation Based
116	For the issuance of each permit	\$ 63.00		High		\$ 67.00
SOLID WASTE MANAGEMENT FEE						
117	For the issuance of each building, demolition and reroofing permit	\$ 7.00		High		\$ 7.00
118	For the issuance of each electrical, plumbing, mechanical, sign, fire extinguishing, swimming pool and spa, fire alarm, grading and masonry wall permit	\$ 1.00		High		\$ 1.00
OTHER INSPECTIONS						
119	For an extra inspection made necessary due to work not being ready at the time specified or due to work not corrected after prior written notice	\$ 144.00		High		\$ 153.00
120	For an inspection for which no fees are herein prescribed, per hour (time consumed per hour with a minimum charge of 1 hour)	\$ 144.00		High		\$ 153.00
121	For inspections outside normal business hours, per hour (time consumed per hour with a minimum charge of 2 hours)	\$ 144.00		High		\$ 153.00
PARK FACILITIES IMPACT FEES (Resolution No. 6602, 01-15-08)						
122	Single Family Projects	\$ 2.85	per sq ft	High	Set Per Resolution, not subject to CPI Adjustment	\$ 2.85
123	Multi-family Projects	\$ 3.73	per sq ft	High	Set Per Resolution, not subject to CPI Adjustment	\$ 3.73
FIRE EXTINGUISHING, ALARM PERMIT PERMIT AND PLAN REVIEW FEES						
124	For the issuance of each permit	\$ 63.00		High		\$ 67.00
125	Change of Address Fee	\$ 833.00		High		\$ 883.00
126	Replacement Job Card	\$ 28.00	each	High		\$ 30.00
127	Temporary Certificate of Occupancy	\$ 255.00	each	High		\$ 270.00
128	Residential Solar < 10 kW	\$ 36.00	each	High		\$ 38.00
129	Residential Solar >10 kW	\$ 72.00	each	High		\$ 76.00

BUILDING & SAFETY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
130	Commercial Solar <50 kW	\$ 54.00	each	High		\$ 57.00
131	Commercial Solar 50-250 kW	\$ 144.00	each	High		\$ 153.00
132	Commercial Solar >250 kW	\$ 290.00	each	High		\$ 307.00
133	Energy Storage System	\$ 67.00	each	High		\$ 71.00
134	Plan Check for an Electric Vehicle Charging Station shall be paid to the City based on the time required, billed in half-hour increments, with a minimum charge of one (1) half-hour. If the review is conducted by an external City plan check consultant, the fee shall be the actual cost of the review.	\$ 107.00	hourly	High		\$ 113.00
135	Electric Vehicle Charging Station	\$ 63.00	each	High		\$ 67.00
136	Residential Elevator	\$ 36.00	each	High		\$ 38.00
137	Permit Extension	\$ 140.00	each	High		\$ 148.00
138	Commercial Type 1 & 2 Hood & Duct	\$ 144.00	each	High		\$ 153.00
139	Residential Solar Plan Check < 10 kW	\$ 172.00	each	High		\$ 182.00
140	Residential Solar Plan Check > 10 kW	\$ 196.00	each	High		\$ 208.00
141	Commercial Solar Plan Check < 50 kW	\$ 288.00	each	High		\$ 305.00
142	Commercial Solar Plan Check 50- 250 kW	\$ 605.00	each	High		\$ 641.00
143	Commercial Solar Plan Check > 250 kW	\$ 1,774.00	each	High		\$ 1,880.00
144	Energy Storage System Plan Review	\$ 63.00	each	High		\$ 67.00
145	Technology Fee	5.5% of Permit & Plan Check Fees	of Permit & Plan Check Fees	High	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees
146	Failure to Obtain Permit	Double the permit fee		High		Double the permit fee

Building Valuation Table Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0	500	46.64	47.87	0.00	0.00	0.00
501	2,000	46.64	47.87	4.82	4.95	100.00
2,001	25,000	118.91	122.05	19.16	19.66	1,000.00
25,001	50,000	559.57	574.35	14.63	15.01	1,000.00
50,001	100,000	925.26	949.69	9.58	9.84	1,000.00
100,001	and up	1,404.24	1,441.31	7.91	8.12	1,000.00

Percent Change = 2.6%

Cost Recovery Level = 80%

Please Note: Valuation fee structure is derived from the Uniform Building Code.

City of Arcadia
 Building and Safety Division
 Building Valuation Data for Miscellaneous Work
Updated July 1, 2025

Valuation for Tenant Improvements	\$ Per Sq. Ft.
Bakery	\$34.74
Bank	\$50.04
General Office	\$34.26
Hair Salon	\$24.04
Medical Office	\$41.66
Minor Tenant Improvement	\$17.12
Restaurant	\$41.66
Retail Store	\$24.04
Take-out Restaurant	\$34.19
Tenant Improvement at the mall	\$58.77
Residential Room Additions and Remodeling	
Addition without plumbing	\$119.73
Addition with plumbing	\$159.64
Remodel without plumbing	\$47.89
Remodel with plumbing	\$63.87
Conversion without plumbing	\$79.81
Conversion with plumbing	\$95.79
Patio, Carports and Garages	
Opens sides, trellis type roof	\$27.82
Open sides, roofed patio	\$27.82
Enclosed patio	\$40.63
Carport	\$27.82
Garage	\$42.66
Window Change Out	
Smaller than 6' x 4'	\$691.07 each
6' x 4' or larger	\$829.29 each
Door Installation	
Single	\$691.07 each
Double	\$1,243.92 each
Masonry Garden and Retaining Walls	
Masonry garden walls	\$11.76
Retaining walls	\$27.64
Swimming Pools	
Pool and Spa	\$268.14 perim. ft.

City of Arcadia
Building and Safety Division
Valuation for New Buildings and Structures
Updated July 1, 2025

APARTMENTS/CONDOS:

IA or IIB.....	\$191.76
IIIB.....	\$162.81
VA.....	\$162.82
VB.....	\$150.54
Basement Garage.....	\$59.70

BANKS:

IA or IIA.....	\$236.40
IIB.....	\$174.16
IIIA.....	\$192.20
IIIB.....	\$192.20
VA.....	\$173.83
VB.....	\$166.81

CHURCHES:

IA or IIA.....	\$158.34
IIB.....	\$118.91
IIIA.....	\$129.29
IIIB.....	\$123.55
VA.....	\$120.84
VB.....	\$113.66

DWELLINGS:

VA.....	\$170.16
VB.....	\$159.64
Basements:	
Semi-Finished.....	\$40.74
Unfinished.....	\$31.07
Remodel.....	\$47.89
Remodel w/plumbing.....	\$63.86
Conversion.....	\$79.81
Conversion w/plumbing..	\$95.78

FIRE STATIONS:

IA or IIA.....	\$182.63
IIB.....	\$120.20
IIIA.....	\$131.54
IIIB.....	\$126.34
VA.....	\$123.39
VB.....	\$117.01

**GARAGES, PRIVATE:
(Utility, Miscellaneous)**

VB.....	\$42.66
VA.....	\$48.10
Open Carport.....	\$27.82
Patio (All).....	\$27.82
Patio Enclosed.....	\$39.38

HOTELS AND MOTELS:

IA OR IIA.....	\$161.22
IIIA.....	\$139.68
IIIB.....	\$133.13
VA.....	\$121.64
VB.....	\$119.23

INDUSTRIAL PLANTS:

IA or IIA.....	\$90.83
IIB.....	\$58.11
IIIA.....	\$69.59
IIIB.....	\$65.60
Tilt-up.....	\$47.89
VA.....	\$65.60
VB.....	\$60.01

MEDICAL OFFICES:

IA or IIA.....	\$190.76
IIB.....	\$139.84
IIIA.....	\$159.64
IIIB.....	\$148.62
VA.....	\$144.00
VB.....	\$138.87

OFFICES:

IA or IIA.....	\$170.48
IIB.....	\$119.84
IIIA.....	\$129.40
IIIB.....	\$123.71
VA.....	\$122.66
VB.....	\$114.14

PARKING STRUCTURES

IA or IIA.....	\$78.05
Type I or II, Open.....	\$58.57
IIB.....	\$44.70
IIIA.....	\$59.07
IIIB.....	\$52.51

PUBLIC BUILDINGS:

IA or IIA.....	\$196.98
IIB.....	\$159.64
IIIA.....	\$169.53
IIIB.....	\$159.96
VA.....	\$151.65
VB.....	\$146.83

RESTAURANTS:

IIIA.....	\$155.46
IIIB.....	\$150.20
VA.....	\$142.38
VB.....	\$136.81

SCHOOLS:

IA or IIA.....	\$177.51
IIIA.....	\$129.62
IIIB.....	\$124.67
VA.....	\$121.48
VB.....	\$115.88

SERVICE STATIONS:

IIB.....	\$107.27
IIIA.....	\$111.90
VA.....	\$94.34
VB.....	\$107.27
Canopies.....	\$44.70

STORES:

IA or IIA.....	\$131.54
IIB.....	\$82.63
IIIA.....	\$102.75
IIIB.....	\$96.39
VA.....	\$86.49
VB.....	\$79.94

THEATERS:

IA or IIA.....	\$175.27
IIIA.....	\$127.71
IIIB.....	\$121.64
VA.....	\$120.20
VB.....	\$113.66

WAREHOUSES:

IA or IIA.....	\$82.76
IIB.....	\$46.09
IIIA.....	\$55.62
IIIB.....	\$52.96
VA.....	\$49.11
VB.....	\$46.09

EQUIPMENT:

Air Conditioning:	
Commercial.....	\$6.70
Residential.....	\$5.58
Fire Sprinkler System.....	\$4.15

Reroofing Permit Fees

Updated July 1, 2025

The fee for filing an application for a reroofing permit shall be determined by the valuation provided. If no valuation is provided. It shall be the same as required for a building of equivalent valuation as determined by the following:

Type of Reroofing	Evaluation (cost per square)
1 Fiberglass Shingles (20 year warranty)	\$181.39
2 Laminated Fiberglass Shingles (25 to 30 year warranty)	\$209.30
3 Laminated Fiberglass Shingles (40 & 50 year warranty)	\$237.21
4 Heavy Weight Concrete Tile	\$453.48
5 Lite Weight Concrete Tile	\$523.24
6 Lite Weight Perlite Shakes	\$453.48
7 Fiber Cement Shakes	\$453.48
8 Pressure Treated Wood Shakes	\$453.48
9 Pressure Treated Wood Shingles	\$453.48
10 Steel Roofing Systems (Class "B")	\$488.36
(Class "A")	\$512.76

For plywood installation, add \$59.70 per square to the above figures.

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
1	Plans and Specifications	\$ 41.00		High		\$ 43.00
Miscellaneous Copies						
2	8 ½ x 11" and 8 ½ x 17"	\$ 1.10	per sheet	High		\$ 1.17
3	15" x 20"	\$ 2.30	per sheet	High		\$ 2.40
4	18" x 24"	\$ 2.90	per sheet	High		\$ 3.10
5	24" x 36"	\$ 3.40	per sheet	High		\$ 3.60
6	30" x 36"	\$ 4.00	per sheet	High		\$ 4.20
7	24" x 36" Mylar Original	\$ 5.75	per sheet	High		\$ 6.10
Plan Review						
8	Public Improvement Plan Review Base Fee	\$ 393.00		High	The applicant shall reimburse the City for 100% of actual costs and expenditures incurred by the City relative to said project. This cost is 3 hours of the hourly rate.	\$ 417.00
9	Public Improvement Plan Review Base Fee Plus Additional Staff Review	\$ 131.00	per hour	High	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to project. Additional staff time is based on hourly rate of position performing review.	\$ 139.00
10	Final Map and Parcel Map Review Base Fee	\$ 190.00		High		\$ 201.00
11	Final Map and Parcel Map Review Base Fee Plus Additional Staff Review	\$ 64.00	per lot	High	The applicant shall reimburse the City for 100% of base fee plus additional staff time dedicated to additional lots. Additional staff time is based on 1/2 hour rate of position performing project.	\$ 68.00
Encroachment Permits						
12	Encroachment Permit - Issuance Fee	\$ 117.00		High		\$ 124.00
13	Encroachment Permit - Inspection Base Fee	\$ 175.00		High		\$ 186.00
14	Encroachment Permit - Inspection Base Fee Plus Additional Inspection Time	\$ 175.00	per hour	High		\$ 186.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Transportation Permits					
15	Transportation Permit - Single Trip	\$ 16.00		High		\$ 16.00
16	Transportation Permit - Annual	\$ 90.00		High		\$ 90.00
	Surface Replacement Deposit					
17	Excavation - any street, alley, or other public place paved with concrete	\$ 40.00	per sq ft of surface	High		\$ 42.00
18	Excavation - any street, alley, or other public place paved with asphalt	\$ 15.00	per sq ft of surface	High		\$ 16.00
	Amount of Deposit					
19	Cash Deposit	\$ 2,315.00		High		\$ 2,454.00
20	Surety Bond	\$ 2,315.00		High		\$ 2,454.00
	Inspection Charges for street work					
21	Monday through Thursday and City Hall Open Fridays (Regularly Scheduled Work Hours):	\$ 175.00	per hour	High		\$ 186.00
22	Monday through Thursday and City Hall Open Fridays (Hours worked over Regularly Scheduled Work Hours):	\$ 264.00	per hour (1 1/2 times)	High		\$ 280.00
23	Saturdays, Sundays, Legal Holidays, and the City Hall Closed Fridays	\$ 264.00	per hour (1 1/2 times)	High		\$ 280.00
	Construction Trash Receptacles on City Streets					
24	Construction Trash Receptable Permit - Issuance Fee	\$ 59.00		High		\$ 63.00
25	Construction Trash Receptable Permit - Inspection Base Fee	\$ 175.00		High		\$ 186.00
26	Construction Trash Receptable Permit - Base Fee Plus Additional Inspection Time	\$ 175.00	per hour	High		\$ 186.00
	Permit Application Engineering Review					
27	Permit Application Engineering Review Base Fee	\$ 195.00		High		\$ 207.00
28	Permit Application Engineering Review Base Fee Plus Additional Staff Review	\$ 131.00	per hour	High		\$ 139.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
LID STORMWATER PLANNING PROGRAM						
	Construction Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection					
29	Tier 1 - New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area. Tier 1 includes the following: 1) New project equal to one acre or greater of disturbed area and adding more than 10,000 sf of impervious area; 2) New Industrial Park with 10,000 sf or more of surface area; 3) New Commercial mall with 10,000 sf or more of surface area; 4) Redevelopment of 5,000 sf or more of 1), 2), and 3); 5) Redevelopment of 10,000 sf or more to a single family home; 6) Special Provision projects like Green street, or hillside single family home.	\$ 1,751.00		High		\$ 1,856.00
30	Tier 2 includes the following: 1) New Retail Gasoline outlet with 5,000 sf or more of surface area; 2) New Restaurant with 5,000 sf or more surface area; 3) New parking lot with either 5,000 or more of impervious area or 25 or more parking spaces; 4) New Automotive Service facility with 5,000 sf or more of surface area; 5) Projects located in or directly adjacent to, or discharging directly into a Significant Ecological Area; 6) Redevelopment of 5,000 sf or more of all above categories	\$ 1,489.00		High		\$ 1,578.00
31	Non-LID Projects	\$ 195.00		High		\$ 207.00
32	SWPPP Review and Inspection - Less than 2 acres	\$ 1,545.00		High		\$ 1,638.00
33	SWPPP Review and Inspection - Between 2 and 5 acres	\$ 1,852.00		High		\$ 1,963.00
34	SWPPP Review and Inspection - Greater than 5 acres	\$ 2,751.00		High		\$ 2,916.00
STREET VACATION PERMIT						
35	Summary Street Vacation Fee	\$ 2,179.00		High		\$ 2,310.00
36	Street Vacation Fee	\$ 3,399.00		High		\$ 3,603.00

ENGINEERING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	GRADING					
	Grading Plan Check					
37	0 cubic yards to 1,000 cubic yards	\$ 1,259.00		High		\$ 1,335.00
38	>1,000 cubic yards	\$ 131.00	per hour	High	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 139.00
	Grading Permit					
39	0 cubic yards to 1,000 cubic yards	\$ 855.00		High		\$ 906.00
40	>1,000 cubic yards	\$ 131.00	per hour	High	0 to 1,000 cubic yards fee PLUS additional per additional hour dedicated to project.	\$ 139.00
41	Technology Fee	5.5% of Permit & Plan Check Fees	of Permit & Plan Check Fees	High	Plan Check, Building Permits, Mech/Elec/Plum Permits, Misc Permits, Fire Plan Check, Fire Permit Fees, Engineering Permit Fees, Storm Water Plan & Inspection, Offsite Plan Check, Landscape Plan Check & Inspection	5.5% of Permit & Plan Check Fees

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SITE PLAN AND DESIGN REVIEWS					
	COMMERCIAL/INDUSTRIAL					
1	Preliminary Plan Review	\$ 1,776.00		High		\$ 1,883.00
2	New	\$ 4,734.00		High		\$ 5,018.00
3	Amendment	\$ 1,817.00		High		\$ 1,926.00
4	Remodel/Addition	\$ 1,621.00		High		\$ 1,718.00
5	Amendment	\$ 1,451.00		High		\$ 1,538.00
6	SB 330 Preliminary Review	\$ 1,776.00		High		\$ 1,883.00
7	SB 330 Mixed Use Development (Up to 20 Units)	\$ 4,734.00		High		\$ 5,018.00
8	SB 330 Mixed Use Development (21 or more Units)	\$ 7,493.00		High		\$ 7,943.00
	MULTIPLE-FAMILY					
9	Preliminary Plan Review	\$ 1,776.00		High		\$ 1,883.00
10	New multiple family projects (Up to 20 Dwelling Units)	\$ 3,021.00		High		\$ 3,202.00
11	Amendment multiple family projects (Up to 20 Dwelling Units)	\$ 1,769.00		High		\$ 1,875.00
12	New Multifamily Residential (21 or more Dwelling Units)	\$ 7,493.00		High		\$ 7,943.00
13	Amendment Multifamily Residential (21 or more Dwelling Units)	\$ 2,627.00		High		\$ 2,785.00
14	Remodel/Addition	\$ 1,777.00		High		\$ 1,884.00
15	SB 330 Preliminary Review	\$ 1,776.00		High		\$ 1,883.00
16	SB 330 for New Multi-Family projects (Up to 20 units)	\$ 3,021.00		High		\$ 3,202.00
17	SB 330 for New Multi-Family projects (21 or more Units)	\$ 7,493.00		High		\$ 7,943.00
18	SB 9 Two -Unit Development	\$ 1,776.00		High		\$ 1,883.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SINGLE-FAMILY					
19	New	\$ 2,466.00		High		\$ 2,614.00
20	Amendment	\$ 1,164.00		High		\$ 1,234.00
21	Remodel/Addition	\$ 1,242.00		High		\$ 1,317.00
22	Amendment	\$ 557.00		High	Amendment to Remodel/Addition application	\$ 590.00
	SIGNS					
23	Temporary Sign Permit	\$ 264.00		High		\$ 280.00
24	Signs, Awning and Canopy Signs	\$ 430.00		High		\$ 456.00
25	Comprehensive Sign Program	\$ 937.00		High		\$ 993.00
	ANTENNAS					
26	Antennas and Wireless Facilities	\$ 3,250.00		High		\$ 3,445.00
27	Antennae panels	\$ 630.00		High		\$ 668.00
28	Wireless fee waiver	\$ 301.00		High		\$ 319.00
29	Administrative / Over-the-Counter	\$ 48.00		High		\$ 51.00
30	Appeal – including HOA / ARB Decision	\$ 693.00		High		\$ 735.00
31	Extension	\$ 161.00		High		\$ 171.00
	BANNERS					
32	Temporary Banner on a Building	\$ 34.00		High		\$ 36.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
HISTORIC PRESERVATION						
33	Designation of a Local Landmark	\$ 1,800.00		High		\$ 1,800.00
34	Designation of a Historic District	\$ 2,500.00		High		\$ 2,500.00
35	Mills Act Contract Application	\$ 1,500.00		High		\$ 1,500.00
36	Certificate of Appropriateness (Major)	\$ 1,600.00		High		\$ 1,600.00
37	Certificate of Appropriateness (Minor)	\$ 900.00		High		\$ 900.00
CERTIFICATE OF DEMOLITION						
38	Certificate of Demolition (Director's Review)	\$ 205.00		High		\$ 217.00
39	Certificate of Demolition (Referred to Planning Commission)	\$ 1,385.00		High	plus CEQA fee	\$ 1,468.00
40	Appeal	\$ 693.00		High		\$ 735.00
CONDITIONAL USE PERMIT						
41	New	\$ 3,221.00		High		\$ 3,414.00
42	Amendment	\$ 2,132.00		High		\$ 2,260.00
43	Extension	\$ 146.00		High		\$ 155.00
44	Appeal	\$ 693.00		High		\$ 735.00
MINOR USE PERMIT						
45	New	\$ 1,253.00		High		\$ 1,328.00
46	Amendment	\$ 793.00		High		\$ 841.00
47	Appeal	\$ 693.00		High		\$ 735.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
ADMINISTRATIVE MODIFICATIONS						
48	Minor Director's Review	\$ 689.00		High		\$ 730.00
49	Major Director's Review	\$ 1,221.00		High		\$ 1,294.00
50	Commission's Review	\$ 2,560.00		High		\$ 2,714.00
51	Appeal	\$ 693.00		High		\$ 735.00
52	Extension	\$ 205.00		High		\$ 217.00
TREE PERMITS						
53	Encroachment	\$ 417.00		High		\$ 442.00
54	Removal of a Diseased or Hazardous Tree	\$ 138.00		High		\$ 146.00
55	Removal of Healthy Tree	\$ 1,053.00		High		\$ 1,116.00
56	Appeal	\$ 693.00		High		\$ 735.00
HOME OCCUPATION PERMITS						
57	Administrative	\$ 46.00		High		\$ 49.00
58	Hearing	\$ 303.00		High		\$ 321.00
CODE AMENDMENTS						
59	Determination of Use	\$ 2,117.00		High		\$ 2,244.00
60	Specific Plan	\$ 9,770.00		High		\$ 10,356.00
61	Specific Plan Amendment	\$ 5,242.00		High		\$ 5,557.00
62	General Plan Amendment	\$ 8,023.00		High		\$ 8,504.00
63	Text Amendment	\$ 5,384.00		High		\$ 5,707.00
64	Zone Change	\$ 7,452.00		High		\$ 7,899.00
65	Planned Developments	\$ 8,600.00		High		\$ 9,116.00
66	General Plan Update Fee	5% of Planning Applications		High		5% of Planning Applications

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	SUBDIVISIONS					
67	Lot Line Adjustment w/Certificate of Compliance	\$ 1,945.00		High		\$ 2,062.00
68	Tentative or Vesting Tentative Parcel Map	\$ 1,401.00		High		\$ 1,485.00
69	Tentative or Vesting Tentative Tract Map for Single-Family Lots	\$ 2,593.00	Base Fee (first 5 lots)	High		\$ 2,749.00
70	Tentative or Vesting Tentative Tract Map for Single-Family Lots - each additional lot (over 5)	\$ 35.00	Base Fee (Item #78) Plus \$30 per additional lot added to base fee (over 5 lots)	High		\$ 37.00
71	Tentative or Vesting Tentative Tract Map for Condominiums	\$ 1,492.00		High		\$ 1,582.00
72	Appeal	\$ 693.00		High		\$ 735.00
73	Extension	\$ 283.00		High		\$ 300.00
74	Final Map	\$ 1,552.00		High		\$ 1,645.00
75	Parcel Map Waiver	\$ 837.00		High		\$ 887.00
76	Amendment to an Approved Tentative Map and/or Conditions	\$ 1,122.00		High		\$ 1,189.00
77	Lot Merger	\$ 1,488.00		High		\$ 1,577.00
78	Certificate of Compliance	\$ 920.00		High		\$ 975.00
79	Temporary Use Permit	\$ 662.00		High		\$ 702.00
80	Temporary Use Permit - Council Review	\$ 1,658.00		High		\$ 1,757.00
81	Lot Consolidation Incentive for a multifamily residential project or mixed-use development - 4 or less lots	Waived		High		Waived
82	SB 9 Lot Split	\$ 1,945.00		High		\$ 2,062.00

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
OUTDOOR USE PERMITS						
83	MUP - Incidental Dining (12 or more seats)	\$ 680.00		High		\$ 721.00
84	Outdoor Dining - Incidental	\$ 254.00		High		\$ 269.00
85	Outdoor Dining - Sidewalk Dining	\$ 254.00		High		\$ 269.00
86	Portable Sign	\$ 254.00		High		\$ 269.00
DEVELOPMENT AGREEMENT						
87	Development Agreement	At Cost		High		At Cost
88	Development Agreement Amendment	At Cost		High		At Cost
89	Development Agreement Periodic Review	\$ 1,136.00		High		\$ 1,204.00
DOCUMENTS						
90	Covenant Preparation	\$ 359.00		High		\$ 381.00
91	General Plan Document	\$ 86.00		High		\$ 91.00
General Plan Land Use Map						
92	27 X 35 map	\$ 29.00		High		\$ 31.00
93	11 X 17 map	\$ 2.15		High		\$ 2.28
Zoning Map						
94	27 X 35 map	\$ 29.00		High		\$ 31.00
95	11 X 17 map	\$ 2.15		High		\$ 2.28

PLANNING

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	VARIANCE					
96	New	\$ 2,816.00		High		\$ 2,985.00
97	Amendment	\$ 1,921.00		High		\$ 2,036.00
98	Appeal	\$ 693.00		High		\$ 735.00
99	Adult Business Regulatory Permit	\$ 2,653.00		High		\$ 2,812.00
100	REASONABLE ACCOMMODATION	\$ -		High		\$ -
	AMENDMENT (NEW)					
101	Any Amendment to a fee that is not listed in this fee schedule shall be 50% of that application fee.	\$ -		High		\$ -
	ZONING CLEARANCES					
102	ZONING CLEARANCE	\$ 328.00		High		\$ 348.00
103	ZONING CLEARANCE - ADU	\$ 663.00		High		\$ 703.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
FIRE CODE PERMITS						
1	Additive Manufacturing	\$ 423.00		High		\$ 445.00
2	Aerosol Product	\$ 632.00		High		\$ 670.00
3	Amusement Building	\$ 449.00		High		\$ 475.00
4	Assembly Facility	\$ 423.00		High		\$ 445.00
5	Candles/Open Flame in Assembly	\$ 133.00		High		\$ 140.00
6	Carnivals & Fairs	\$ 632.00		High		\$ 670.00
7	Combustible Dust Prod Ops	\$ 449.00		High		\$ 475.00
8	Combustible Fiber Storage	\$ 449.00		High		\$ 475.00
9	Compressed Gases	\$ 515.00		High		\$ 545.00
10	Carbon Dioxide Beverage Dispensing Systems permit	\$ 102.00		High		\$ 105.00
11	Cryogenics	\$ 449.00		High		\$ 475.00
12	Dry Cleaning Plants	\$ 449.00		High		\$ 475.00
13	Energy Storage System	\$ 423.00		High		\$ 445.00
14	Exhibits/Trade Shows	\$ 357.00		High		\$ 375.00
15	Explosives or Blasting Agents	\$ 357.00		High		\$ 375.00
16	Fireworks/Aerial Displays	\$ 1,000.00		High		\$ 1,060.00
17	Flammable/Combustible Liquid	\$ 525.00		High		\$ 555.00
18	Hazardous Materials 1 to 3 chemical(s)	\$ 439.00		High		\$ 465.00
19	Hazardous Materials 4 to 6 chemicals	\$ 525.00		High		\$ 555.00
20	Hazardous Materials 7 or more chemicals	\$ 632.00		High		\$ 670.00
21	Hazardous Production Materials Facility	\$ 449.00		High		\$ 475.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
22	High Piled Combustible Materials	\$ 653.00		High		\$ 690.00
23	Hot-Work Operations	\$ 423.00		High		\$ 445.00
24	Industrial Baking/Drying Oven	\$ 449.00		High		\$ 475.00
25	Liquid Gas Fueled Vehicles in Assembly Buildings	\$ 357.00		High		\$ 375.00
26	Liquefied Petroleum Gases > 5 gallons	\$ 357.00		High		\$ 375.00
27	Lithium Batteries	\$ 423.00		High		\$ 445.00
28	Lumber Yard	\$ 449.00		High		\$ 475.00
29	Magnesium Working	\$ 449.00		High		\$ 475.00
30	Miscellaneous Comb Material Storage	\$ 449.00		High		\$ 475.00
31	Motor Vehicle Fuel Dispensing Stations	\$ 423.00		High		\$ 445.00
32	Open Burning	\$ 184.00		High		\$ 195.00
33	Organic Coatings	\$ 449.00		High		\$ 475.00
34	Outdoor Assembly	\$ 740.00		High		\$ 780.00
35	Plant Extraction System	\$ 551.00		High		\$ 580.00
36	Pyrotechnical Special Effects Material	\$ 632.00		High		\$ 670.00
37	Refrigeration Equipment	\$ 449.00		High		\$ 475.00
38	Spraying/Dipping	\$ 449.00		High		\$ 475.00
39	Tent/Canopy/Temporary Air Supported Structure	\$ 449.00		High		\$ 475.00
40	Tire Storage	\$ 449.00		High		\$ 475.00
41	Wood Products	\$ 449.00		High		\$ 475.00
	FIRE INSPECTION RATES					
42	Apartments	\$ 143.00		High		\$ 140.00
43	Business Occupancy	\$ 158.00		High		\$ 165.00
44	Business Restaurant Occupancy	\$ 184.00		High		\$ 195.00
45	CA Code of Reg. Title 19-Sprinkler System Certifications	\$ 82.00		High		\$ 85.00
46	Commercial Rental Occupancy	\$ 184.00		High		\$ 195.00
47	Covered Mall	\$ 933.00		High		\$ 985.00
48	Expedite/After hours Inspection (Fire Prevention Bureau)	\$ 525.00	per hour	High		\$ 555.00
49	Failure to obtain fire construction permit	Double Permit Fee		High		Double Permit Fee

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
50	Fire Code Compliance Inspection	\$ 204.00		High		\$ 215.00
51	High Rise Occupancy	\$ 933.00		High		\$ 985.00
52	Hospital Occupancy	\$ 2,861.00		High		\$ 3,030.00
53	Hotel or Motel Occupancy	\$ 383.00		High		\$ 405.00
54	Key Box	\$ 82.00		High		\$ 85.00
55	Manufacturing/Industrial Storage Occupancy	\$ 158.00		High		\$ 165.00
56	Mercantile Occupancy	\$ 158.00		High		\$ 165.00
57	Missed appointment	\$ 209.00		High		\$ 220.00
58	Occupancy Final Permit Inspection	\$ 148.00	per hour	High		\$ 155.00
59	Private School Occupancy	\$ 326.00		High		\$ 345.00
60	Public School Occupancy	\$ 525.00	per inspection	High		\$ 555.00
61	Re-inspections (Engine or Truck Company)	\$ 301.00	per hour	High		\$ 315.00
62	Re-inspections (Fire Prevention Bureau)	\$ 275.00		High		\$ 290.00
63	Weed Abatement	\$ 219.00		High		\$ 230.00
FIRE STANDBY & SERVICE RATES						
64	Building Evacuation	\$ 2,810.00		High		\$ 2,975.00
65	Chief Officer Standby	\$ 362.00	per hour	High		\$ 380.00
66	Commercial False Alarm Response	\$ 653.00		High	Fees applicable only during 3rd occurrence and asubsequent response at the same address location	\$ 690.00
67	Elevator Rescue Service	\$ 561.00		High	Fees applicable only during 3rd occurrence and asubsequent response at the same address location	\$ 595.00
68	Engine/Truck Company Standby	\$ 663.00	per hour	High		\$ 700.00
69	Fire Code Appeal	\$ 795.00		High		\$ 840.00
70	Fire Extinguisher Demonstration	\$ 291.00		High		\$ 305.00
71	Fire Standby (Fire Marshal)	\$ 245.00	per hour	High		\$ 260.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
72	Fire Standby (Fire Prevention Specialist)	\$ 173.00	per hour	High		\$ 180.00
73	Movie Detail/Special Event Fire Safety Officer Standby	\$ 205.00	per hour	High		\$ 215.00
74	ALS Ambulance Standby	\$ 505.00	per hour	High		\$ 535.00
75	BLS Ambulance Standby (NEW)	\$ -	per hour	High		\$ 165.00
76	Residential False Alarm	\$ 168.00		High		\$ 175.00
77	Roof Covering (1st response in a calendar year)	Free		High		Free
78	Roof Covering (2nd and subsequent responses within a calendar year)	\$ 1,234.00		High		\$ 1,305.00
79	Water Evac (1st response in calendar year)	Free		High		Free
80	Water Evac (2nd & subsequent responses within calendar yr)	\$ 612.00		High		\$ 645.00

FIRE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
PARAMEDIC SERVICES						
81	Dispatch fee	\$ 84.18	Each	High	Based on Verdugo per call Dispatch Fee	\$ 88.35
82	Electronic Patient Care Report (ePCR) processing fee	\$ 4.95	Each	High	Based on per call charged fee by Digital EMS to AFD	\$ 4.95
83	EMS Assessment Fee	\$ 459.00		High	Updated annually but not implemented	\$ 485.00
84	Paramedic Ambulance Service	LA County Rates + Pass Through Fees		High		LA County Rates + Pass Through Fees
PLAN REVIEW						
85	Architectural Design Review	\$ 219.00		High		\$ 230.00
86	Expedite/OTC Plan Check	\$ 219.00		High		\$ 230.00
87	Flammable/Combustible Tank (Installation & Removal)	\$ 357.00		High		\$ 375.00
88	In-House Fire Department Plan Check	\$ 347.00	hour	High		\$ 365.00
89	New Construction (Commercial, Multi-Family or Industrial)	0.1% of the Project Valuation		High		0.1% of the Project Valuation
90	Tract Application	\$ 245.00		High		\$ 260.00
ADMINISTRATIVE CITATIONS & FINES FOR VIOLATION OF THE FIRE CODE						
91	First Violation	\$ 125.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 125.00
92	Second violation within 12 month period	\$ 250.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 250.00
93	Third and subsequent violation within 12 month period	\$ 500.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 500.00
94	Use, possession, storage, sale, or manufacturing of fireworks	\$ 2,500.00	Each	High	Per Uniform Fire Code, Not subject to CPI Adjustment	\$ 2,500.00
95	Delinquent fines	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid		High		10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid
96	Interest	1/2 of 1% per month, pro rata		High		1/2 of 1% per month, pro rata

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Inspection Charges					
1	Backflow test and inspection (new construction) (Resolution 7239, adopted 12-18-18)	\$ 258.00		High		\$ 273.00
2	Annual administration of backflow device (Resolution 7239, adopted 12-18-18)	\$ 41.00		High		\$ 43.00
	Street Maintenance Charges					
3	Curb number painting	\$ 102.00		High		\$ 108.00
4	Private street sweeping (per curb mile)	\$ 66.00		High		\$ 70.00
	Maintenance Charges for Water Service					
5	Bacteriological test for new development's water lines	\$ 115.00		High	Plus Lab Cost	\$ 122.00
6	Field Monitor water meter (Flo-Search) - 1st time within 1 year	No charge		High	No Charge for 1st time within 1 year	No charge
7	Field Monitor water meter (Flo-Search) - 2nd and subsequent service within 1 year	\$ 104.00		High		\$ 110.00
8	Flow test hydrant (perform test)	\$ 444.00		High		\$ 471.00
9	Request to check water quality	\$ 271.00		High	Plus Lab Cost	\$ 287.00
10	Sewer Dye Test	\$ 133.00		High		\$ 141.00
11	Stand-pipe inspection (for developer access to water during const)	\$ 259.00		High		\$ 275.00
12	Water meter re-read - (1st within 1 year)	No charge		High	No Charge for 1st time within 1 year	No charge
13	Water meter re-read - (2nd and subsequent within 1 year)	\$ 58.00		High		\$ 61.00
14	Water meter turn-on after service shut-off (for change of ownership)	\$ 115.00	each	High		\$ 122.00
15	Water meter turn-on after service shut-off (for change of ownership)	\$ 288.00		High	after hours	\$ 305.00
16	Water turn-off notice for failure to test backflow prevention device	\$ 133.00		High		\$ 141.00
17	Unauthorized use of fire hydrant	\$ 139.00		High	Plus water cost	\$ 147.00
18	Flow test meter	\$ 207.00		High		\$ 219.00
19	Water turn-off/turn-on for non payment (during business hours)	\$ 150.00		High		\$ 159.00
20	Water turn-off/turn-on for non payment (after business hours)	\$ 288.00		High		\$ 305.00
21	Turn-on water per request during after-hours	\$ 300.00		High		\$ 318.00
22	Off-site improvement plan check	\$ 232.00		High	\$135 for each hour after	\$ 246.00
23	Hydrant flow test performed with water model	\$ 269.00		High		\$ 285.00
24	Abandon Existing Service - water inspection fee	\$ 156.00		High		\$ 165.00
25	Water Permit Inspection Fees: Pre-Construction Inspection- for Private Development Projects for water permits.	\$ 232.00		High		\$ 246.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
26	Water Permit Inspection Fees: Water Service Inspection of Installation- Meter Reading documentation - setting up service for new development	\$ 202.00		High		\$ 214.00
27	GIASP No Exposure Certification (NEC) or non-filers - Stormwater Inspection fee	\$ 187.00		High		\$ 198.00
28	Infrastructure Restoration Deposit Fee - (Pavement Restoration for ADU/Remodeling)	\$ 1,500.00		High	Deposit fee will be refunded if homeowner obtains contractor to restore the street	\$ 1,590.00
29	Water meter turn-on for property repairs (1st time)	FREE		High	1st within one year	FREE
30	Water meter turn-on for property repairs (2nd time)	\$ 58.00		High	2nd and subsequent within one year	\$ 61.00
	Stormwater and Urban Runoff Service Fees					
	Urban Storm Water Mitigation Plan Check					
31	Non-SUSMP projects (minimum NPDES requirements)	\$ 107.00		High		\$ 113.00
	Storm Water Inspection Fees					
32	Restaurants	\$ 214.00		High		\$ 227.00
33	Auto Service Businesses	\$ 247.00		High		\$ 262.00
34	Industrial Commercial	\$ 279.00		High		\$ 296.00
35	GIASP sites (large complex industrial projects)	\$ 483.00		High		\$ 512.00
36	Low Impact Development (LID annual inspection)	\$ 312.00		High		\$ 331.00
	Industrial Waste and Related Services					
	Industrial Waste Disposal Permits					
37	New Sewer Disposal	\$ 308.00		High		\$ 326.00
38	Sewer Disposal Permit Revision	\$ 241.00		High		\$ 255.00
39	New on-site Disposal	\$ 443.00		High		\$ 470.00
40	On-site Disposal Permit Revision	\$ 243.00		High		\$ 258.00
41	New - Off Site Disposal	\$ 443.00		High		\$ 470.00
42	Off-Site Disposal Permit Revision	\$ 241.00		High		\$ 255.00
	Industrial Waste Plan Review					
	Disposal to Sewer - New					
43	1	\$ 443.00		High		\$ 470.00
44	2	\$ 543.00		High		\$ 576.00
45	3	\$ 669.00		High		\$ 709.00
46	4	\$ 825.00		High		\$ 875.00
47	5	\$ 1,021.00		High		\$ 1,082.00
48	6	\$ 1,269.00		High		\$ 1,345.00
	Disposal to Sewer - Revision					
49	1	\$ 362.00		High		\$ 384.00
50	2	\$ 442.00		High		\$ 469.00
51	3	\$ 543.00		High		\$ 576.00
52	4	\$ 668.00		High		\$ 708.00
53	5	\$ 824.00		High		\$ 873.00
54	6	\$ 1,020.00		High		\$ 1,081.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	On-site Disposal - New					
55	1	\$ 577.00		High		\$ 612.00
56	2	\$ 712.00		High		\$ 755.00
57	3	\$ 879.00		High		\$ 932.00
58	4	\$ 1,089.00		High		\$ 1,154.00
59	5	\$ 1,352.00		High		\$ 1,433.00
60	6	\$ 1,679.00		High		\$ 1,780.00
	On-site Disposal - Revision					
61	1	\$ 470.00		High		\$ 498.00
62	2	\$ 577.00		High		\$ 612.00
63	3	\$ 711.00		High		\$ 754.00
64	4	\$ 878.00		High		\$ 931.00
65	5	\$ 1,089.00		High		\$ 1,154.00
66	6	\$ 1,352.00		High		\$ 1,433.00
	Off-site Disposal - New					
67	1	\$ 443.00		High		\$ 470.00
68	2	\$ 543.00		High		\$ 576.00
69	3	\$ 669.00		High		\$ 709.00
70	4	\$ 825.00		High		\$ 875.00
71	5	\$ 1,021.00		High		\$ 1,082.00
72	6	\$ 1,267.00		High		\$ 1,343.00
	Off-site Disposal - Revision					
73	1	\$ 362.00		High		\$ 384.00
74	2	\$ 442.00		High		\$ 469.00
75	3	\$ 543.00		High		\$ 576.00
76	4	\$ 668.00		High		\$ 708.00
77	5	\$ 824.00		High		\$ 873.00
78	6	\$ 1,020.00		High		\$ 1,081.00
	Industrial Waste Annual Inspections					
	Inspection Fee Class					
79	A	\$ 135.00		High		\$ 143.00
80	B	\$ 269.00		High		\$ 285.00
81	C	\$ 403.00		High		\$ 427.00
82	D	\$ 538.00		High		\$ 570.00
83	E	\$ 807.00		High		\$ 855.00
84	M	\$ 1,613.00		High		\$ 1,710.00
85	RDS	\$ 201.00		High		\$ 213.00
	* Immediately upon issuance of a new permit, the permitted shall be billed a percentage of the above inspection fee, determined by the days remaining in the billing period, as scheduled below. The annual inspection fee shall also be increased by an additional \$138.00 for each approved rainwater diversion system.					
86	Days remaining in billing: 1-60	\$ -		High		\$ -
87	Days remaining in billing: 61-120	\$ 0.30		High		\$ 0.30
88	Days remaining in billing: 121-210	\$ 0.55		High		\$ 0.60
89	Days remaining in billing: 211-300	\$ 0.90		High		\$ 1.00

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
90	Days remaining in billing: 301-365	\$ 1.25		High		\$ 1.30
91	Wastewater sampling and analysis fee - per analysis	\$ 201.00		High		\$ 213.00
Miscellaneous Fees						
92	Inspection of pretreatment facility for permit cancellation	\$ 135.00		High		\$ 143.00
93	Review of site remedial investigation and cleanup plan to correct unauthorized release of industrial waste, initial deposit	\$ 166.00		High		\$ 176.00
94	Additional site remedial investigation and cleanup plan review and approval, per hour	\$ 166.00		High		\$ 176.00
95	Inspection s outside of normal business hours, per hour	\$ 135.00		High		\$ 143.00
96	Inspection for which no fee is specifically indicated	\$ 135.00		High		\$ 143.00
97	Additional plan review or revisions of previously approved plans, per hour	\$ 166.00		High		\$ 176.00
98	Delinquent fees (for fees not paid within 30 calendar days from the billing date):	10% penalty fee for each 30 day period beyond the billing date.		High		10% penalty fee for each 30 day period beyond the billing date.
Annual Inspection Fee Refunds						
99	1 - 60 (days from previous billing date)	\$ 0.80		High		\$ 0.80
100	61 - 150 (days from previous billing date)	\$ 0.55		High		\$ 0.60
101	151 - 240 (days from previous billing date)	\$ 0.30		High		\$ 0.30
102	241 or more (days from previous billing date)	\$ -		High		\$ -
Classess of Businesses, Processess and Industries for Plan Review and Inspection						
	Agricultural Production, Food Processing and Handling					
103	Animal Slaughtering (except fowl)	\$ 3.20	D	High		\$ 3.40
104	Bakery plants	\$ 2.10	C	High		\$ 2.20
105	Beverages, canning and bottling	\$ 2.10	C	High		\$ 2.20
106	Breweries, wineries	\$ 3.20	D	High		\$ 3.40
107	Canned and preserved fruits and vegetables	\$ 3.20	B	High		\$ 3.40
108	Cold storage and refrigeration plants	\$ 1.10	A	High		\$ 1.20
109	Dairies and dairy products	\$ 2.10	D	High		\$ 2.20
110	Food markets	\$ 1.10	A	High		\$ 1.20
111	Frozen foods	\$ 2.10	B	High		\$ 2.20
112	Hydroponic farms	\$ 2.10	B	High		\$ 2.20
113	Poultry	\$ 3.20	E	High		\$ 3.40
114	Prepared meat, poultry, and fish products	\$ 2.10	C	High		\$ 2.20
115	Restaurants, public eating places and plant cafeterias	\$ 1.10	A	High		\$ 1.20
116	Rendering	\$ 3.20	C	High		\$ 3.40
117	Sugar and confectionery products	\$ 1.10	A	High		\$ 1.20
118	Vegetable fats and oils	\$ 2.10	B	High		\$ 2.20
119	Vegetable packing	\$ 3.20	D	High		\$ 3.40
Mining, Manufacturing and Processing						
120	Aircraft	\$ 3.20	C	High		\$ 3.40
121	Aircraft Engines, parts and accessories	\$ 3.20	C	High		\$ 3.40
122	Ammunition and explosives	\$ 2.10	D	High		\$ 2.20
123	asphalt and asphalt products	\$ 4.30	E	High		\$ 4.60

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
124	Battery manufacturing, servicing and reclaiming	\$ 3.20	E	High		\$ 3.40
125	Blast furnaces, steel works, rolling and finishing mills	\$ 4.30	E	High		\$ 4.60
126	Carpet mills with dyeing	\$ 4.30	D	High		\$ 4.60
127	Carpet mills without dyeing	\$ 1.10	A	High		\$ 1.20
128	Cement manufacturing	\$ 3.20	B	High		\$ 3.40
129	Ceramics	\$ 2.10	D	High		\$ 2.20
130	Chemical milling	\$ 5.40	E	High		\$ 5.70
131	Chemical plants	\$ 5.40	E	High		\$ 5.70
132	Coating, electroplating, engraving, and related services	\$ 4.30	E	High		\$ 4.60
133	Concrete batch plants	\$ 2.10	D	High		\$ 2.20
134	Cut stone and stone products	\$ 2.10	A	High		\$ 2.20
135	Electric power generation plants except waste-to-energy facilities	\$ 3.20	B	High		\$ 3.40
136	Enameled products	\$ 2.10	B	High		\$ 2.20
137	Guided missiles, space vehicles, space vehicle propulsion units and propulsion unit parts	\$ 4.30	D	High		\$ 4.60
138	Iron and steel foundries and heat treating	\$ 4.30	D	High		\$ 4.60
139	Linoleum, asphalt-felt-base and other hard-surface floor covering	\$ 2.10	B	High		\$ 2.20
140	Metal fabrication (no chemical waste)	\$ 1.10	B	High		\$ 1.20
141	Metals - with chemical waste (not otherwise classified)	\$ 1.10	A	High		\$ 1.20
142	Metals - with no chemical wastes (not otherwise classified)	\$ 1.10	B	High		\$ 1.20
143	Motor vehicles parts and accessories	\$ 2.10	B	High		\$ 2.20
144	Motor vehicles, vehicle bodies, and trailers	\$ 3.20	B	High		\$ 3.40
145	Musical instruments (metal)	\$ 2.10	C	High		\$ 2.20
146	Non-metals - with chemical wastes (not otherwise classified)	\$ 3.20	D	High		\$ 3.40
147	Non-metals - with no chemical wastes (not otherwise classified)	\$ 1.10	A	High		\$ 1.20
148	Oil field production	\$ 2.10	C	High		\$ 2.20
149	Paint manufacturing	\$ 3.20	D	High		\$ 3.40
150	Paper manufacturing	\$ 3.20	C	High		\$ 3.40
151	Paper products	\$ 2.10	B	High		\$ 2.20
152	Pesticides	\$ 4.30	D	High		\$ 4.60
153	Petroleum refining and processing	\$ 5.40	E	High		\$ 5.70
154	Pharmaceuticals	\$ 4.30	D	High		\$ 4.60
155	Photographic equipment and supplies	\$ 2.10	C	High		\$ 2.20
156	Pottery, china, earthenware, porcelain and related products	\$ 2.10	C	High		\$ 2.20
157	Primary smelting and refining of nonferrous metals	\$ 3.20	B	High		\$ 3.40
158	Printed circuit boards	\$ 4.30	E	High		\$ 4.60
159	Quarrying and rock crushing	\$ 4.30	D	High		\$ 4.60
160	Railroad equipment	\$ 2.10	B	High		\$ 2.20
161	Rolling, drawing and extruding nonferrous metals	\$ 2.10	C	High		\$ 2.20
162	Rubber and plastics products	\$ 3.20	C	High		\$ 3.40
163	Sand and gravel washing and screening	\$ 3.20	D	High		\$ 3.40
164	Secondary smelting and refining of nonferrous metals	\$ 2.10	C	High		\$ 2.20
165	Semiconductor and related devices	\$ 3.20	D	High		\$ 3.40
166	Silverware, plated ware and stainless steel ware	\$ 4.30	E	High		\$ 4.60
167	Spray-painting shops	\$ 1.10	A	High		\$ 1.20
168	Steel springs manufacturing	\$ 3.20	E	High		\$ 3.40
169	Tanning and wool pulling	\$ 3.20	D	High		\$ 3.40
170	Textile mills, treating and dyeing	\$ 4.30	D	High		\$ 4.60

PUBLIC WORKS

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
171	Wood fabrication (no chemical wastes)	\$ 1.10	A	High		\$ 1.20
	Retail Trade and Services					
172	Airports, flying fields and airport terminal services	\$ 1.10	B	High		\$ 1.20
173	Automotive repair	\$ 1.10	C	High		\$ 1.20
174	Bottle and can washing	\$ 2.10	B	High		\$ 2.20
175	Car wash	\$ 1.10	C	High		\$ 1.20
176	Chemical Laboratories	\$ 1.10	B	High		\$ 1.20
177	Cleaners, retail	\$ 1.10	B	High		\$ 1.20
178	Commercial laundries (not coin-operated)	\$ 2.10	B	High		\$ 2.20
179	Cooperages	\$ 3.20	D	High		\$ 3.40
180	Dry cleaning plants	\$ 2.10	D	High		\$ 2.20
181	Film processing plants	\$ 2.10	C	High		\$ 2.20
182	Film processing, retail	\$ 1.10	A	High		\$ 1.20
183	Kennels, dog and cat hospitals	\$ 1.10	A	High		\$ 1.20
184	Marine service	\$ 2.10	C	High		\$ 2.20
185	Schools, churches and institutions	\$ 1.10	A	High		\$ 1.20
186	Service stations - incidental car washing, repairs, and maintenance	\$ 1.10	A	High		\$ 1.20
187	Tank truck interior washing	\$ 2.10	D	High		\$ 2.20
188	Truck repair and exterior washing	\$ 1.10	C	High		\$ 1.20
	Waste Disposal Facilities					
189	Cogeneration facilities (not otherwise classified)	\$ 2.10	C	High		\$ 2.20
190	Hazardous waste treatment, recycling, storage and transfer facilities	\$ 6.40	M	High		\$ 6.80
191	Injection wells, non-oilfield wastes (liquids)	\$ 3.20	M	High		\$ 3.40
192	Landfill gas recovery facilities	\$ 6.40	M	High		\$ 6.80
193	Liquid waste storage and transfer facilities, non-hazardous	\$ 4.30	E	High		\$ 4.60
194	Open facilities, not used	\$ 1.10	A	High		\$ 1.20
195	Solid-waste transfer, recycling and composting facilities	\$ 3.20	D	High		\$ 3.40
196	Solid-waste incinerators	\$ 6.40	M	High		\$ 6.80
197	Waste-to-energy facilities	\$ 6.40	M	High		\$ 6.80

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
1	Vicious and Dangerous Dog Designation	\$ 143.00		High		\$ 152.00
2	Transfer Permit Fee	\$ 5.00		High		\$ 5.00
Police Records						
3	ATM Safety Law	\$ 29.00	per request	Medium		\$ 31.00
4	Citation Verification (Equipment Violation) - Residents	\$ 12.00	per request	Medium		\$ 13.00
5	Citation Verification (Equipment Violation) - Non-residents	\$ 29.00	per request	High		\$ 31.00
6	Copies of Crime Reports	\$ 0.25	per page	Low	First 25 pages free	\$ 0.30
7	Fingerprinting - first card	\$ 12.00	per person	High		\$ 13.00
8	Fingerprinting - each additional card	\$ 12.00	per person	High		\$ 13.00
8	Livescan Fingerprinting (DOJ State Level)	\$ 32.00	per person	High	Per State of California DOJ	\$ 32.00
9	Livescan Fingerprinting (both DOJ State Level and FBI Federal Level)	\$ 49.00	per person	High		\$ 52.00
10	Microfilm Reproduction	\$ 35.00	first five pages	High	\$1.00 for each additional page thereafter.	\$ 37.00
11	Photograph Reproduction	\$ 1.10	per CD per person	Low	no limit to quantity of pictures as long as they fit on one CD, if storage capacity is exceeded then a second CD must be purchased	\$ 1.20
12	Repossession Administrative Fee	\$ 17.00		High		\$ 18.00
13	Special Reports or Research Fee (for video/audio reproduction; blank tapes provided by requester)	\$ 248.00	per hour	High	with one hour minimum, additional time charged at 15-minute increments	\$ 263.00
14	Local C.O.R.I. Letter	\$ 38.00	per request	High		\$ 40.00
15	Sex and Drug Registrants	\$ -		Low		\$ -
16	Police Shooting Range	Law Enforcement use only		Low		Law Enforcement use only
17	Civil Subpoena Duces Tecum	\$ 15.00		Low	Set by State Evidence Code Section 1563	\$ 15.00
18	Traffic Accident Report	\$ 38.00		High		\$ 40.00
19	Adult Business Performer License Annual Fee	\$ 248.00		High		\$ 263.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
20	Misdemeanor/Infraction Violation	Any person convicted of a misdemeanor under any provision of this Code shall be punishable by a fine of not more than \$1,000.00 or by imprisonment in the City				
	Penalty for Infraction					
21	1st Violation	Not more than \$100		High		Not more than \$100
23	2nd Violation (of same provision within 1 year)	Not more than \$200		High		Not more than \$200
24	3rd and any Additional Violation (of same provision within 1 year)	Not more than \$500		High		Not more than \$500
25	Infraction regarding minors	Set by the court		High		Set by the court
	Police Towing Services (according to third-party contract with Jan's Towing)					
26	Regular Tow - Class A	\$ 277.00		High	*All rates are according to latest CHP rates	\$ 293.62
27	Medium Duty Tow - Class B	\$ 337.85		High		\$ 354.76
28	Heavy Duty Tow - Class C	\$ 490.33		High		\$ 519.73
29	Super Heavy Duty Tow - Class D	\$ 523.00		High		\$ 536.64
30	Motorcycle Tow	\$ 277.00		High		\$ 293.62
31	Regular Storage - Class A (inside)	\$ 71.00	day	High		\$ 73.45
32	Medium Storage - Class B (inside)	\$ 63.00	day	High		\$ 73.26
33	Heavy Storage - Class C (inside)	\$ 62.00	day	High		\$ 76.61
34	Heavy Duty Storage - Class D (inside)	\$ 78.00	day	High		\$ 78.00
35	Motorcycle Storage (inside)	\$ 71.00	day	High		\$ 81.61
36	Regular Storage - Class A (outside)	\$ 68.35	day	High		\$ 71.70
37	Medium Storage - Class B (outside)	\$ 71.00	day	High		\$ 75.15
38	Heavy Storage - Class C (outside)	\$ 78.00	day	High		\$ 81.43
39	Heavy Storage - Class D (outside)	\$ 77.00	day	High		\$ 81.61
40	Motorcycle Storage (outside)	\$ 68.35	day	High		\$ 71.70
41	Handicap Tow	\$ 277.00	day	High		\$ 293.62
42	Handicap Storage (indoor)	\$ 71.00	day	High	\$ 73.45	
43	Handicap Storage (outdoor)	\$ 68.35	day	High	\$ 71.70	

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Disorderly Party Fee					
44	First Response	No fee		High		No fee
45	2nd or subsequent response	Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)		High		Special Assignment Fee (personnel and equipment costs, damage to City property, injuries to City personnel)
	Parking Violations					
	Arcadia Municipal Code Violations					
46	10.1 No Stopping or Standing in Parkway	\$ 75.00		High		\$ 80.00
47	10.3 No Stopping or Parking	\$ 75.00		High		\$ 80.00
48	10.3(G) No Stopping or Parking (Street Sweeping)	\$ 75.00		High		\$ 80.00
49	10.4 Using Street Storage of Vehicle	\$ 115.00		High		\$ 122.00
50	10.6 Repairing or Greasing Vehicle on Street	\$ 75.00		High		\$ 80.00
51	10.7 Washing or Polishing Vehicle on Street	\$ 75.00		High		\$ 80.00
52	10.11 Unlawful Parking - Peddlers/Vendors	\$ 96.00		High		\$ 102.00
53	10.12 No Parking (Emergency Signs)	\$ 75.00		High		\$ 80.00
54	11.0 Green Curb (24 Minutes Only)	\$ 75.00		High		\$ 80.00
55	11.2 & 11.3 Overtime Parking (1 Hr. Zone and 2 Hr. Zone)	\$ 75.00		High		\$ 80.00
56	11.6 Park in Space Parking	\$ 75.00		High		\$ 80.00
57	11.9 Overnight Parking (2:30 a.m. to 5:30 a.m.)	\$ 75.00		High		\$ 80.00
58	11.9.1 Overnight Parking (Vehicle over 6,000 lbs.)	\$ 110.00		High		\$ 117.00
59	Temporary All Night Parking	\$ 5.00	per night	High		\$ 5.00
60	12.1 Park in Violation of Curb Markings (R Y W)	\$ 75.00		High		\$ 80.00
61	12.2 Load or Unload in Excess of 20 Minutes	\$ 75.00		High		\$ 80.00
62	12.3 Park in Loading Zone	\$ 75.00		High		\$ 80.00
63	12.4 Park in Passenger Loading Zone	\$ 75.00		High		\$ 80.00
64	12.5 Park in Alley	\$ 75.00		High		\$ 80.00
65	3240 Parking on Private Property	\$ 75.00		High		\$ 80.00
66	13.15 Parking Commercial Vehicle in Residential	\$ 232.00		High		\$ 246.00
67	13.16 Commercial Vehicle (truck route)	\$ 277.00		High		\$ 294.00
68	9402.6(o) Park on Lawn/Unpaved Surface	\$ 70.00		High		\$ 74.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
California Vehicle Code Violations						
69	21113a Parking on Public Grounds	\$ 75.00		High		\$ 80.00
70	22500a Parking Within an Intersection	\$ 75.00		High		\$ 80.00
71	22500b On a Crosswalk	\$ 75.00		High		\$ 80.00
72	22500e In Front of Public or Private Drive	\$ 75.00		High		\$ 80.00
73	22500f On a Sidewalk	\$ 75.00		High		\$ 80.00
74	22500h Double Parking	\$ 75.00		High		\$ 80.00
75	22500i Bus Zone	\$ 346.00		High		\$ 367.00
76	22500.1 Park in Fire Lane/Accessway	\$ 346.00		High		\$ 367.00
77	22502 Park over 18" from R/Curb (or Wrong Side)	\$ 75.00		High		\$ 80.00
78	22507.8 Handicapped Parking (First Offense Only)	\$ 461.00		High		\$ 489.00
79	22514 Fire Hydrant (Within 15 feet)	\$ 75.00		High		\$ 80.00
80	22522 Park Near Curb Access Ramp	\$ 346.00		High		\$ 367.00
81	22526 Blocking Intersection	\$ 121.00		High		\$ 128.00
82	5200(a) Improper Display of License Plates	\$ 75.00		High		\$ 80.00
83	5204(a) Improper Display of Tabs	\$ 75.00		High		\$ 80.00
Public Safety Alarm Fees						
False Security Alarm Fees						
84	First and second false security alarm in any consecutive 365 day period (MC Section - 3907)	No Cost Assessment		High		No Cost Assessment
85	Third false security alarm in any consecutive 365 day period (MC Section 3907b)	\$ 232.00	Assessment	High		\$ 246.00
86	Fourth false security alarm in any consecutive 365 day period (MC 3907c)	\$ 346.00	Assessment	High		\$ 367.00
87	Fifth and all subsequent false security alarms in any consecutive 365 day period (MC 3907d) (Resolution 7047, adopted 10-21-14)	\$ 461.00	Assessment	High		\$ 489.00
88	Each false security alarm which specifically signals a robbery or panic alarm regardless of any other crime in any 365 day period	\$ 232.00	Cost Assessment	High	Commencing with the 2nd false security alarm in any consecutive 365 period 3907e	\$ 246.00
89	Reactivation Fee	\$ 232.00		High		\$ 246.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	False Fire Alarm					
90	First and Second false Fire Alarm during the calendar year	No Cost Assessment		High		No Cost Assessment
91	Third and all subsequent false fire alarms during calendar year	Cost Assessment of \$320		High		Cost Assessment of \$320
92	Fifth and all subsequent false fire alarms during calendar year	Subject to Administrative Citations		High		Subject to Administrative Citations
	Vehicle Impound/Storage Fees					
93	Vehicle Impound/Storage Release Fee	\$ 196.00		High		\$ 208.00
94	Vehicle Impound/Storage Release Fee - Incident to Arrest Other than DUI	\$ 808.00		Medium		\$ 856.00
95	Vehicle Impound/Storage Release Fee with DUI	\$ 808.00		Medium		\$ 856.00
96	Massage Therapist Permit Application Fee	\$ 288.00		High		\$ 305.00
97	Massage Therapist Permit Renewal Fee	\$ 248.00		High		\$ 263.00
98	Movie Detail	Cost Varies		High		Cost Varies
	Miscellaneous Police Services					
99	Safekeeping of Firearms	\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit		High		\$150 for the first weapon \$50 for each additional weapon, and a \$2 per day per weapon storage free beyond the 30-day limit
100	Annual Overnight Parking Permit	\$ 143.00		High	Effective January 1, 2026	\$ 152.00
101	Annual Overnight Parking Permit Transfer Fee	\$ 5.00		High	Effective January 1, 2026	\$ 5.00
102	Altered Dogs	\$ 36.00		High		\$ 36.00
103	Unaltered Dogs	\$ 78.00		High		\$ 78.00
104	Altered Dogs - Senior rate	\$ 23.00		High		\$ 23.00
105	Unaltered Dogs - Senior rate	\$ 46.00		High		\$ 46.00
106	Pet Store/Groomer	\$ 125.00		High		\$ 125.00
107	Replacement Tags	\$ 25.00		High		\$ 25.00
108	Penalty Fee for late payments	\$ 30.00		High		\$ 30.00
109	Taxi Driver Permit Application	\$ 248.00		High		\$ 263.00
110	Solicitation Permit Application	\$ 156.00		High		\$ 165.00
111	Audio/Video Recording (on CD)	\$ 1.00		High		\$ 1.00
112	Concealed Carry Weapon License Application	\$ 389.00		High		\$ 389.00

POLICE

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
113	Concealed Carry Weapon License Amendment	\$ 10.00		High		\$ 11.00
114	Concealed Carry Weapon License Renewal	\$ 26.00		High		\$ 28.00
115	Concealed Carry Weapon License Psychological Test	\$ 153.00		High		\$ 162.00

RECREATION AND COMMUNITY SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
Classes and Activities						
1	Class Registration Administration Fee	\$ 6.00	each	Low		\$ 6.00
2	Refund Processing Fee for Cancellation of Activity	\$ 22.00	each	Low		\$ 22.00
Youth Programs						
3	Kids Night Out	\$ 24.00	each	Low		\$ 24.00
4	Afterschool Sports Leagues	\$ 115.00	each	Low	*previously Intramural Basketball, Volleyball, and Football	\$ 119.00
5	Seasonal Camps	\$ 41.00	daily	Low	*previously Winter, Spring, Thanksgiving, and Teen Camps	\$ 34.00
6	Day Camp	\$ 174.00	weekly	Low		\$ 174.00
7	Sports Camp	\$ 174.00	weekly	Low		\$ 174.00
8	Fun N Play	\$ 54.00	weekly	Low		\$ 59.00
Adult Programs						
9	Adult Basketball League	\$ 910.00	team	Low		\$ 894.00
10	Open Play Sports	\$ 40.00	quarterly	Low	*previously Badminton, Volleyball, Pickleball (no instructor)	\$ 44.00
Wilderness Park Fees						
11	Overnight Youth Campouts (up to 50 people)	\$ 320.00	daily	Low		\$ 320.00
12	Overnight Youth Campouts (up to 100 people)	\$ 640.00	daily	Low		\$ 640.00
13	Security deposit	\$ 120.00	daily	Low		\$ 120.00
14	School Picnics	\$ 118.00	daily	Low		\$ 120.00
15	Groups (1-5)	\$ -	daily	Low		\$ -
16	Groups (6+)	\$ 32.00	daily	Low		\$ 32.00
Various Parks						
17	Hourly Fee for Use of Synthetic Turf Fields	\$ 41.00	hourly	Low		\$ 45.00
18	Bonita Park Light Use	\$ 12.00	hourly	Low		\$ 13.00
19	Annual Security Deposit For Use of Concession Stands	\$ 300.00	annually	Low		\$ 300.00
20	Annual Security Deposit For Use of Athletic Fields	\$ 300.00	annually	Low		\$ 300.00
Community Center Ballroom						
21	Priority 2: Full Ballroom (Under 150 people); City Retirement Events	\$ 250.00	flat	Low	6 hours maximum, including set up/breakdown	\$ 300.00
22	Priority 3: Full Ballroom (Capacity 300)	\$ 172.00	hourly	Low	2 hour minimum	\$ 200.00
23	Priority 3: 1/2 Ballroom (Capacity 150) (NEW)	N/A	hourly	Low	2 hour minimum	\$ 100.00
24	Ballroom Security Deposit	\$ 350.00	daily	Low		\$ 350.00
Small Meeting Rooms						
25	Community Center Dance Room, Craft Room, Billiards Room	\$ 70.00	hourly	Low	2 hour minimum	\$ 70.00
26	Museum Education Center Rentals	\$ 58.00	hourly	Low	2 hour minimum	\$ 70.00
27	Council Chambers Room Facility Rental	\$ 58.00	hourly	Low	2 hour minimum	\$ 70.00
28	Small Meeting Room Security Deposit	\$ 120.00	daily	Low		\$ 120.00
Custodial Care of Children - Late Fees						
29	5 minutes	\$ -	each	Low		\$ -
30	6 - 15 minutes	\$ 20.00	each	Low		\$ 20.00
31	16 - 30 minutes	\$ 30.00	each	Low		\$ 30.00
32	31-45 minutes	\$ 40.00	each	Low		\$ 40.00
33	46-60 minutes	\$ 50.00	each	Low	\$10 additional charge for each 5 minutes after	\$ 50.00
34	Extended Care AM	\$ 25.00	daily	Low		\$ 25.00

RECREATION AND COMMUNITY SERVICES

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
35	Extended Care PM	\$ 25.00	daily	Low		\$ 25.00
36	Extended Care AM&PM	\$ 50.00	daily	Low		\$ 50.00

LIBRARY

	DESCRIPTION	CURRENT FEE / CHARGE	UNIT	Cost Recovery Level	NOTES	NEW FEES EFFECTIVE JULY 1, 2025
	Library Fees					
	Overdue Library Materials					
1	Per day, per item	\$ 0.25		Low		\$ 0.25
2	Maximum fine, per item	\$ 10.00		Low		\$ 10.50
3	Referral fee to collection agency per item	\$ 15.00		Low		\$ 15.00
	Items Lost or Damaged Beyond Repair					
4	Replacement	Cost of Items		Low		Cost of Items
5	Processing Charge (paperback)	\$ 5.00		Low		\$ 5.00
6	Processing Charge (all other materials)	\$ 5.00		Low		\$ 5.00
	Chargers	\$ -				\$ -
7	Chromebook	\$ 40.00		Low		\$ 40.00
8	Launchpad/Playaway View	\$ 17.00		Low		\$ 10.00
	New: Missing Labels	\$ -				\$ -
9	Barcodes, per item	\$ 1.00		Low		\$ 1.00
10	RFID Tags, per item	\$ 1.00		Low		\$ 1.00
	Book Reserve					
11	Adult materials	Free		Low		Free
12	Children's materials	Free		Low		Free
13	Interlibrary Loan Requests: Each request (plus postage and other fees added by	\$ 5.00		Low		\$ 5.00
	Photocopies					
14	Photocopies (first 25 pages)	Free		Low		Free
15	Photocopies (26th and subsequent pages)	\$ 0.15	per page	Low		\$ 0.15
16	Historical Materials for Private or Not for Profit Use	\$ 20.00		Low		\$ 20.00
17	Historical Materials, commercial use, public display, publication	\$ 50.00		Low		\$ 50.00
	Library Card					
18	Replacement fee for lost card	\$ 2.00		Low		\$ 2.00
	Library Meeting Room Reservations					
	Cay Mortenson Auditorium					
19	Per Hour Rental Fee (2 hour minimum)	\$ 125.00		Low		\$ 133.00
20	Auditorium Security Deposit (refundable)	\$ 150.00		Low		\$ 159.00
21	Cleaning Fee per use when food is served	\$ 50.00		Low		\$ 53.00
22	Auditorium Piano Rental Use Fee	\$ 50.00		Low		\$ 53.00
23	Internet Computer Use Guest Pass	Free		Low		Free
	Museum Patio					
24	Per Hour (2 hour minimum)	\$ 43.00		Low		\$ 45.50
	Passport Services					
25	Passport Fee	\$ 35.00		Low		\$ 35.00
26	Photo Fee	\$ 15.00		Low		\$ 15.00
27	Express Mail	\$ 28.75		Low		\$ 32.00
	Class Fees					
28	English Conversation Fee	\$ -	yr/student	Low		\$ -
29	Per Hour Rental Fee Imagination Theater (1 hour min.)	\$ 55.00	per hour	Low		\$ 58.00
30	Security Deposit (refundable)	\$ 55.00		Low		\$ 58.00

**ARCADIA CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, APRIL 1, 2025**

1. **CALL TO ORDER** – Mayor Cao called the Regular Meeting to order at 7:02 p.m.
2. **INVOCATION** – Reverend Jolene Cadenbach, Arcadia Congregational Church
3. **PLEDGE OF ALLEGIANCE** – Joseph Herrick, Navy Veteran and Arcadia Fire Captain
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Cheng, Fu, Wang, Kwan, and Cao

ABSENT: None

5. **SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

City Manager Lazzaretto had nothing to report.

6. **PRESENTATIONS**

- a. Presentation of Education and Sharing Day Proclamation to Rabbi Sholom Stiefel of Chabad of Arcadia.
- b. Presentation of Mayor’s Certificate of Commendation to First Avenue Middle School Boys Soccer Team for winning the school’s first 210 League Championship.
- c. Presentation of Mayor’s Certificates of Commendation for the Eaton Fire and Windstorm response.

7. **APPOINTMENTS**

- a. Appointment to the Library Board of Trustees.
CEQA: Not a Project
Recommended Action: Make Appointment to Fill Unexpired Term

City Manager Lazzaretto presented the Staff Report.

Mayor Cao requested City Council support to delay an appointment to fill an unexpired term on the Library Board of Trustees, proposing a broader recruitment process by incorporating the vacancy as part of the annual appointment process at the June 17, 2025, City Council Meeting. Council Member Wang and Council Member Fu concurred.

A motion was made by Council Member Wang, seconded by Council Member Fu, and carried on a roll call vote to proceed with the broader recruitment process and fill the vacancy as part of the annual appointment process at the June 17, 2025, City Council Meeting.

AYES: Wang, Fu, Cheng, Kwan, and Cao

NOES: None

ABSENT: None

8. PUBLIC HEARING

- a. Text Amendment No. TA 24-01 amending various sections of the Arcadia Development Code related to Accessory Dwelling Units, regulations to the Residential Flex (“RF”) Overlay Zone, and other text clean-ups.

CEQA: Exempt

Recommended Action: Introduce Ordinance No. 2401 Approving Text Amendments

Planning Services Manager Graham presented the staff report.

Mayor Cao opened the Public Hearing – no one appeared.

Mayor Cao closed the Public Hearing.

After discussion, a motion was made by Council Member Fu, seconded by Council Member Wang, and carried on a roll call vote to introduce Ordinance No. 2401 and approve Text Amendment No. TA 24-01 amending various sections of the Arcadia Development Code related to Accessory Dwelling Units, regulations to the Residential Flex (“RF”) Overlay Zone, and other text cleanups, with an exemption from the California Environmental Quality Act (“CEQA”).

AYES: Fu, Wang, Cheng, and Cao

NOES: Kwan

ABSENT: None

- b. Text Amendment No. 25-01 pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee.

Ordinance No. 2402 related to Text Amendment No. TA 25-01 adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee.

CEQA: Exempt

Recommended Action: Introduce

Resolution No. 7621 establishing an Inclusionary Housing In-Lieu Development Fee as an alternative to providing affordable housing units required by the Inclusionary Housing Ordinance; and finding that this Resolution is exempt from the requirements of the California Environmental Quality Act (“CEQA”).

CEQA: Exempt

Recommended Action: Adopt

Assistant City Manager/Development Services Director Kruckeberg presented the staff report.

City Manager Lazzaretto noted for the record that, since the posting of the City Council agenda, six public comments had been received in support of Public Hearing Item 8.a - Inclusionary Housing Ordinance.

Mayor Cao opened the Public Hearing.

The following individuals appeared and expressed their support for the Inclusionary Housing Ordinance; they emphasized the importance of affordable housing, and encouraged the City Council to adopt the ordinance:

Ryan Leong
Joy Cheng
Carolyn Iga
Mark Cheng
Cung Nguyen

Jolene Cadenbach
Mike Veerman
Sharon Chun Wetterau
Diego Ruvalcaba
Ralph Martinez

Sevak Amranyan, a real estate agent representing the owners of a property located on Fairview Avenue, appeared and requested that the City Council extend the effective date of the Inclusionary Housing Ordinance by 90 days to allow for escrow to close on the property, explaining that his client would incur a severe financial loss if the effective date was not extended.

Mayor Cao closed the Public Hearing.

After City Council discussion, a motion was made by Council Member Wang to:

Introduce Ordinance No. 2402 related to Text Amendment No. TA 25-01 adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee; and find this action to be exempt under the California Environmental Quality Act ("CEQA"); and

Adopt Resolution No. 7621 establishing an Inclusionary Housing In-Lieu Development Fee as an alternative to providing affordable housing units required by the Inclusionary Housing Ordinance; and find that this Resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA").

A substitute motion was made by Council Member Fu, seconded by Council Member Wang, to introduce Ordinance No. 2402 as presented in the staff report but to revise the Ordinance's effective date to July 1, 2025, and revising the Fractional In-Lieu Fee Schedule applicable to rental residential projects between 10 and 20 units, to projects between 10 and 30 units; and

Adopt Resolution No. 7621 establishing an Inclusionary Housing In-Lieu Development Fee as an alternative to providing affordable housing units required by the Inclusionary Housing Ordinance; and find that this Resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA")

City Attorney Maurer clarified for the record Council Member Fu's substitute motion with the following amendments to Ordinance No. 2402 and Resolution 7621:

Ordinance No. 2402 – Amendments include:

1. Revising Section 6 of the Ordinance to change the effective date to July 1, 2025.
2. Revising Development Code Section 9103.16.050, Sub-section B.2 to modify the sliding scale for the Fractional In-Lieu Development Fees for rental residential projects, increasing the range from 10 to 20 units, to 10 to 30 units.

Resolution No. 7621 – Amendments include:

1. Revising Section 4 to change the effective date for the Inclusionary Housing In-Lieu Development Fee to July 1, 2025.
2. Revising Exhibit "A" to amend the Fractional In-Lieu Fee Schedule, expanding the range from 10 to 20 Units to 10 to 30 Units.

It was moved by Council Member Fu, seconded by Council Member Wang, and carried on a roll call vote to introduce Ordinance No. 2402 and adopt Resolution No. 7621 as outlined by City Attorney Maurer.

AYES: Fu, Wang, Cheng, and Cao
NOES: None
ABSTAIN: Kwan

- c. Resolution No. 7623 adopting the Initial Study/Mitigated Negative Declaration for the Goldring Well and Per-And Polyfluoroalkyl Substances Treatment Plant Project in accordance with the California Environmental Quality Act (“CEQA”), approving the Mitigation Monitoring and Reporting Program, and authorizing the execution of the Notice of Determination.

CEQA: Adopt the Initial Study/Mitigated Negative Declaration
Recommended Action: Adopt

Interim Principal Civil Engineer Lee presented the staff report.

Mayor Cao opened the Public Hearing

Brian Leen, Chief Executive Officer of Vivify, and Trudi Leung, Founder and Managing Director of Access Ingredients, Inc., appeared and expressed their concerns about the potential impact of traffic at the construction site to their business; they emphasized the importance of maintaining business operations and the need for clear communication throughout the process, noting that as a distribution company, access to the street is crucial for timely deliveries and pickups.

In response to Mr. Leen and Ms. Leung’s concerns, Public Works Services Director Cranmer indicated that staff will be in contact with the business owners; he indicated that a construction schedule and designated point of contact will be provided to help facilitate communication and coordination with business owners and residents in the surrounding area.

Mayor Cao closed the Public Hearing.

Following City Council discussion, a motion was made by Mayor Pro Tem Kwan, seconded by Council Member Fu, and carried on a roll call vote to adopt Resolution No. 7623 adopting the Initial Study/Mitigated Negative Declaration for the Goldring Well and Per-And Polyfluoroalkyl Substances Treatment Plant Project in accordance with the California Environmental Quality Act (“CEQA”), approving the Mitigation Monitoring and Reporting Program, and authorizing the execution of the Notice of Determination.

AYES: Kwan, Fu, Cheng, Wang, and Cao
NOES: None
ABSENT: None

- d. Ordinance No. 2403 amending Article V, Chapter 6 of the Arcadia Municipal Code and adopting by reference the Los Angeles County Health Code.

CEQA: Not a Project
Recommended Action: Adopt

Deputy City Manager Bruno presented the staff report.

Mayor Cao opened the Public Hearing – no one appeared.

Mayor Cao closed the Public Hearing.

A motion was made by Council Member Cheng, seconded by Mayor Pro Tem Kwan, and carried on a roll call vote to adopt Ordinance No. 2403 amending Article V, Chapter 6 of the Arcadia Municipal Code and adopting by reference the Los Angeles County Health Code.

AYES: Cheng, Kwan, Fu, Wang, and Cao
NOES: None
ABSENT: None

9. PUBLIC COMMENTS

Elaine Pang, District Representative for State Senator Sasha Renee Pérez, appeared and stated that their office offers bilingual services; she encouraged residents to visit the office for assistance with issues related to the Department of Motor Vehicles, Employment Development Department, the Franchise Tax Board, or obtaining a birth certificate.

Michelle Wu, an Arcadia resident, appeared and requested that Council Member Wang resign from office, expressing her reasons why she should step down.

10. REPORTS FROM MAYOR, CITY COUNCIL AND CITY CLERK *(including reports from the City Council related to meetings attended at City expense [AB 1234]).*

Mayor Pro Tem Kwan had nothing to report.

Council Member Fu reported that he met with Pete Siberell, Special Events Director of Santa Anita Park, to learn about the history of the Park and discuss the City's opportunity to enhance its partnership; he emphasized the importance of the City Council's role in supporting the community, encouraging unity, and understanding the significance of leadership; he commended Mayor Cao for his tenure as Mayor; and expressed his gratitude to his colleagues, thanking them for their support.

Council Member Wang provided a report on the various events that she attended or will be attending as a representative of the City; she thanked Mayor Cao for his service; and she addressed the reasons why Ms. Wu continues to make remarks about her during Public Comment at City Council Meetings.

Council Member Cheng thanked Council Member Fu for his comments; he expressed his gratitude to his colleagues for their dedication to the community; and thanked Mayor Cao for his service.

Mayor Cao announced that on April 6, the Pasadena Humane Society is hosting the Wiggle Waggle Walk & Run Fundraiser and encouraged everyone to attend. He also shared that in his role as President of the Los Angeles County Division of the League of California Cities, he collaborated with the Los Angeles County Executive Office to develop the Government Connections Seminar; he noted some of the various topics covered in the Seminar; and he highlighted eight major events scheduled to take place across the Los Angeles region over the next three years, including the Olympics and the World Cup.

11. CONSENT CALENDAR

- a. Special Meeting Minutes of March 15, 2025, and Regular Meeting Minutes of March 18, 2025.
CEQA: Not a Project
Recommended Action: Approve

- b. Resolution No. 7625 amending the Fiscal Year 2024-25 General Fund Budget, authorizing a supplemental budget appropriation for fire apparatus and service repairs in the amount of \$100,000, offset by a reduction in the General Fund Reserve; and approving a change order to the Purchase Order with Performance Truck Repair Inc. in the amount of \$100,000.
CEQA: Not a Project
Recommended Action: Adopt and Approve
- c. Professional Services Agreement with John L. Hunter and Associates, Inc. for inspection, monitoring, and management support for the Municipal Stormwater and Industrial Waste Programs in the amount of \$119,538.
CEQA: Not a Project
Recommended Action: Approve
- d. Record deed restriction at Tierra Verde Park to comply with Measure A grant requirements to provide pickleball courts at the facility.
CEQA: Not a Project
Recommended Action: Approve

It was moved by Council Member Wang, seconded by Council Member Cheng, and carried on a roll call vote to approve Consent Calendar Items 11.a through 11.d.

AYES: Wang, Cheng, Fu, Kwan, and Cao
NOES: None
ABSENT: None

12. ADJOURNMENT

The City Council adjourned at 10:52 p.m. to Tuesday, April 15, 2025, at 7:00 p.m., in the City Council Chambers.



Linda Rodriguez
City Clerk



STAFF REPORT

Development Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
By: Fiona Graham, Planning Services Manager

SUBJECT: ORDINANCE NO. 2401 RELATED TO TEXT AMENDMENT NO. TA 24-01 AMENDING VARIOUS SECTIONS OF ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS, THE RESIDENTIAL FLEX OVERLAY, AND OTHER MINOR TEXT AMENDMENTS AND CLEANUPS WITH A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)
CEQA: Exempt
Recommendation: Adopt

SUMMARY

At its regular meeting of April 1, 2025, the City Council introduced Ordinance No. 2401 to update various sections of the City’s Development Code, including the following: an update of the Accessory Dwelling Unit (“ADU”) Ordinance to improve readability and bring the ordinance into compliance with State law, including changes to the objective design standards; an update to the Residential Flex Overlay to allow lot consolidation in certain circumstances; an update to the Downtown Parking Overlay to allow expansions of certain commercial buildings without requiring additional vehicle parking spaces; minor amendments that include changes to the applicability of Variances and permitting manufactured homes in specific residential zones; and other minor text cleanups throughout. This Text Amendment will bring the City’s ADU Ordinance into compliance with State law, implement the Housing Element, and streamline the Development Code.

The City Council voted 4-1, with one member dissenting, to introduce the ordinance. Refer to Exhibits “A” through “E” in Attachment No. 1 for the final Text Amendment as set forth in Ordinance No. 2401.

ENVIRONMENTAL ANALYSIS

The proposed Text Amendments are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061(b)(3), as it can be seen with certainty that they would not have a significant effect on the environment and, thus, are not subject to CEQA review.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 2401 related to Text Amendment No. TA 24-01 amending various sections of Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to Accessory Dwelling Units, the Residential Flex Overlay, and other minor text amendments and cleanups with a categorical exemption from the California Environmental Quality Act (“CEQA”).

Approved:



Dominic Lazzaretto
City Manager

Attachment No. 1: Ordinance No. 2401

Attachment No. 2: City Council Staff Report (with no attachments), dated April 1, 2025

ORDINANCE NO. 2401

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA RELATED TO TEXT AMENDMENT NO. TA 24-01 AMENDING VARIOUS SECTIONS OF ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS, THE RESIDENTIAL FLEX OVERLAY, AND OTHER MINOR TEXT AMENDMENTS AND CLEANUPS WITH A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

WHEREAS, the Development Services Department has initiated a Text Amendment No. TA 24-01 to amend and update various Divisions of the City's Development Code, Article IX, Chapter 1 of the Arcadia Municipal Code (referred to as "Text Amendment"); and

WHEREAS, the City is required to implement actions and policies within the adopted General Plan Housing Element and Implementation Plan; and

WHEREAS, the proposed Text Amendment would result in changes to Division 2, Division 3, Division 6, Division 7, and Division 9 of the City's Development Code, as shown in Exhibits "A" through "E" of this Ordinance; and

WHEREAS, on December 23, 2024, Planning Services completed an environmental review of the proposed Text Amendment and determined that it is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that the Text Amendment would not have a significant effect on the environment and, thus, is not subject to CEQA review; and

WHEREAS, on January 30, 2025, the City published the public hearing for the Text Amendment in a newspaper of general circulation (Arcadia Weekly) of the Planning

Commission public hearing at which the Text Amendment would be reviewed with a recommendation to the City Council; and

WHEREAS, on February 11, 2025, the Planning Commission held a duly-noticed public hearing and considered the Text Amendment. Following extension discussion, the Planning Commission voted 3-1 to recommend that the City Council deny Text Amendment No. TA 24-01 and continue implementing the existing ADU Ordinance that is currently in effect; and

WHEREAS, on February 25, 2025, the Planning Commission pulled the revised Resolution from Consent Calendar for further discussion. The Planning Commissioners sought guidance on how to proceed with their decision, as they were not opposed to the entire text amendment. After receiving direction and additional discussion on the amendments to the ADU regulations, the Commission decided to reconsider the entire text amendment and have it placed on the March 11, 2025, Planning Commission meeting; and

WHEREAS, on March 11, 2025, the Planning Commission continued the public hearing and reconsidered the Text Amendment and all public testimonies and after considering the evidence presented, the Planning Commission voted 3-0, with one Commissioner abstaining, to recommend to the City Council approval of Text Amendment No. TA 24-01; and

WHEREAS, on April 1, 2025, the City Council held a duly noticed public hearing concerning the Text Amendment, at which time all interested persons were given full opportunity to be heard and to present evidence.

NOW, THEREFORE, the City Council of the City of Arcadia does ordain as follows:

SECTION 1. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. The City Council finds, based upon the entire record:

1. The proposed amendment and ordinance are consistent with the City's adopted General Plan and any applicable specific plan(s).

FACT: The proposed Text Amendment No. TA 24-01 is consistent with the General Plan Land Use and Community Development Element and the Housing Element goals and policies. The Text Amendment ensures that the Development Code will comply with State law, will implement actions within the General Plan Housing Element, will be updated to improve readability, enforcement, and to align with best practice, and is consistent with the following General Plan Policies:

Land Use and Community Development Element

Policy LU-4.2: Encourage residential development that enhances the visual character, quality and uniqueness of the City's neighborhoods and districts.

Housing Element

Policy H-2.4: Maintain development standards, regulations, and design features that are flexible to provide a variety of housing types and facilitate housing that is appropriate for the neighborhoods in which they are located.

Policy H-4.1: Review and modify as appropriate development standards, regulations, and processing procedures that may constrain housing development, particularly housing for lower and moderate-income households and for persons with special needs.

Policy H-4.4: Support infill development at appropriate locations in the City.

The proposed Text Amendment No. TA 24-01 will make various minor updates and clarifications throughout the Development Code. This amendment will not impact any other development standards and is consistent with the adopted General Plan.

2. For Development Code amendments only, the proposed amendment is internally consistent with other applicable provisions of this Development Code.

FACT: The proposed Text Amendment will update the ADU Ordinance, incorporate manufactured housing as a permitted use in residential zones as required by State law and in the City's Housing Element Update, allow lot consolidation for certain housing projects in the Residential Flex Overlay, and update various provisions throughout the Development Code to improve readability and streamline the review and entitlement process. Additionally, several Text Amendments have been made to maintain consistency with the proposed updates, particularly those related to the ADU Ordinance. Therefore, the proposed Text Amendment is consistent with the other applicable provisions of the Development Code, with necessary updates included.

SECTION 3. The City Council has determined that Text Amendment No. TA 24-01 is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that the Text Amendment would not have a significant effect on the environment and, thus, is not subject to CEQA review.

SECTION 4. For the foregoing reasons, the City Council adopts this Ordinance. Staff is authorized to correct typographical errors, spelling, formatting or codification and to make other minor revisions to improve the reader's comprehension of the changes

from this text amendment attached hereto under Exhibits “A” through “E” of this Ordinance, provided that any revisions do not alter the regulatory meaning and intent.

SECTION 5. The City Council hereby directs staff to prepare, execute, and file with the Los Angeles County Clerk a Notice of Exemption within five (5) working days of the adoption of this Ordinance.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of the same to be published in accordance with Resolution No. 7483. This Ordinance shall take effect thirty-one (31) days after its adoption.

SECTION 7. The Custodian of Records for this Ordinance is the City Clerk and the records comprising the administrative record for this Ordinance are located at Arcadia City Hall, 240 W. Huntington Drive, Arcadia CA.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved and adopted by the City Council this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

EXHIBIT “A”

Development Code, Division 2

9102.01.020 Land Use Regulations and Allowable Uses

Amended by Ord. No. 2347

Amended by Ord. No. 2348

Amended by Ord. No. 2363

Amended by Ord. No. 2369 & 2370

Amended by Ord. No. 2397

Amended by Ord. No. 2400

A. Allowed Uses. Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) indicates the uses allowed within each residential zone and any permits required to establish the use, pursuant to Division 7 (Permit Processing Procedures). The regulations for each zone are established by letter designations as follows:

“P” represents permitted (allowed) uses.

“A” represents accessory uses.

“M” designates uses that require the approval of a Minor Use Permit subject to requirements of Section 9107.09 (Conditional Use Permit and Minor Use Permit) of this Development Code.

“C” designates uses that require the approval of a Conditional Use Permit subject to requirements of Section 9107.09 (Conditional Use Permit and Minor Use Permit) of this Development Code.

“--” designates uses that are not permitted.

B. Director Determination. Land uses are defined in Division 9 (Definitions). In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification substantially similar in character. Land uses not listed in the table or not found to be substantially similar to the land uses below are prohibited.

C. Specific Use Regulations. Where the last column in Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) includes a Section, Subsection, or Division number, the regulations in the referenced Section, Subsection, or Division shall apply to the use.

D. Housing Element Candidate Sites. Pursuant to Government Code Section 65583. 2(c), residential uses shall be allowed by right for housing development in which at least 20% of the units are affordable to lower- income households for sites that:

1. Are non-vacant and identified in the 5th Cycle Housing Element planning period; and
2. Vacant sites included in two or more consecutive Housing Element planning cycle;
3. Eligible sites can be found in the City' s 2021- 2029 Housing Element (6th Cycle). Development shall meet all of the requirements of the respective zone in which such sites are located in unless otherwise permitted by this Division, and shall comply the provisions of applicable environmental documents for such site, if any.

E. Multi-Family Uses Permitted By-Right. Multifamily residential uses are permitted by-right in the following zones when 20% or more affordable units are provided per Gov't Code Section 65583. 2 (i): R-2, R-3, R-3-R, MU, DMU, and RF and DMU overlays.

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones		P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed						
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations	
Residential Uses								
Boarding House	--	--	--	--	--	--		
Dwellings								

Single-Family Dwelling	P	P	P	P	P	--	See required minimum density (Section 9102.01.090, Table 2-6 and) Subsection 9102.01.100.A (Exceptions to Minimum Density in R-2 and R-3)
Multifamily Dwelling	--	--	--	P	P	P	See Land Use Regulations and Allowable Uses (Section 9102.01.020)
Two-Family Dwelling	--	--	--	P	P	P	
Accessory Dwelling Unit	A	A	A	A	A	A	
Short-Term Rental	--	--	--	--	--	--	No Person shall post, publish, circulate, broadcast, or maintain any advertisement of a Short-Term Rental in any zone allowing residential uses. See Section 9104.02.300
Home Sharing	--	--	--	--	--	--	No Person shall post, publish, circulate, broadcast, or maintain any advertisement for Home Sharing in any zone allowing residential uses. See Section 9104.02.300
Manufactured Housing Unit	P	P	P	P	P	--	See required minimum density (Section 9102.01.090, Table 2-6 and) Subsection 9102.01.100.A (Exceptions to Minimum Density in R-2 and R-3)

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones		P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed						
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations	
Agricultural Uses								
Urban Agriculture	A	A	A	A	A	A	See Subsection 9104.02.030 (Agricultural Uses –Urban Agriculture, Small Animal and Fowl, and Horses). See Subsection 9104.02.145 (Employee Housing)	
Horse Keeping	A	A	A	--	--	--		
Small Animal and Fowl Keeping	A	A	A	--	--	--		
Education								
Schools, Private	C	C	C	C	C	C	May only be permitted as a Conditional Use, accessory to a Place of Religious Assembly.	
Medical-Related and Care Uses								
Day Care, General	--	--	--	--	--	--	See Subsection 9104.02.080 (Day Care, General)	
Day Care, Limited - Small Family	A	A	A	A	A	A	See Subsection 9104.02.100 (Day Care, Limited – Small Family)	

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones		P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed						
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations	
Day Care, Limited - Large Family	A	A	A	A	A	A	See Subsection 9104.02.090 (Day Care, Limited – Large Family)	
Employee Housing – Six or Fewer Persons	P	P	P	P	P	P	See subsection 9104.02.145 (Employee Housing)	
Residential Care Facility – Six or fewer persons	P	P	P	P	P	P	See Subsection 9104.02.260 (Residential Care Facilities)	
Residential Care Facility – Seven or more persons	P	P	P	P	P	P	See Subsection 9104.02.260 (Residential Care Facilities)	
Supportive Housing – Housing Type	P	P	P	P	P	P		
Supportive Housing – Residential Care Facility Small Type	P	P	P	P	P	P		
Transitional Housing – Housing Type	--	--	--	P	P	P		
Transitional Housing – Residential Care Facility Small Type	P	P	P	P	P	P		
Other Uses								
Antennas and Wireless Communication Facilities - Co-location or Panel	--	--	--	--	P	P	Exception: All facilities are permitted on City-owned properties and public rights-of-way. New standalone facilities are not permitted in Architectural Design (D) overlay zones. See also Subsection 9104.02.050 (Antennas and Wireless Communication Facilities)	
Antennas and Wireless Communication Facilities - Standalone Facility	--	--	--	--	--	--		
Places of Religious Assembly	--	C	C	C	C	--	Tutoring and Educational Centers may be permitted as an Accessory Use under a Conditional Use Permit	
Sports Courts (Private)	P	P	P	P	P	P	Must comply with Subsection 9104.02.330 (Sports Courts in Residential Zones)	
Recharging Stations	A	A	A	A	A	A		
Utility Structures and Service Facilities	C	C	C	C	C	C		

9102.01.030 Development Standards in Single-Family Residential Zones (R-M, R-0, R-1)

Amended by Ord. No. 2347

Amended by Ord. No. 2363

New land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Tables 2-1 (Allowed Uses and Permit Requirements for Residential Zones), 2-2 (Development Standards for Single-family Residential Zones), and 2-3 (Additional Development Standards for Homeowners Association Areas), and the development standards in Division 3 (Regulations Applicable to All Zones-Site Planning and General Development Standards). Additional regulations are denoted in the right hand column of Table 2-2 and Table 2-3. Exceptions and additional regulations are included in Subsection 9102.01.040 (Additional Residential Development Standards in Single-Family Residential Zones). Standards for accessory structures and accessory dwelling units are outlined in Subsection 9102.01.060 (Accessory Structures in Single-family Residential Zones) and Subsection 9102.01.080 (Accessory Dwelling Units). Development standards for garages and other parking areas are located in Section 9103.07 (Off-Street Parking and Loading). Development standards for fences, walls, and gates are outlined in Section 9103.05 (Fences, Walls, and Gates). Development standards for landscaping requirements are located in Section 9103.09.040.B (Landscape Requirements for Residential Zones).

**Table 2-3 ⁽¹⁾
Additional Development Standards for Homeowners Association Areas
Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
Minimum Setbacks						
Front	25 ft	25 ft	35 ft	65 ft Exceptions: Tract 13544 shall be a minimum of 60 ft Tracts 13345 and 11013 shall be a minimum of 55 ft and Tract 14565656 shall be a minimum of 50 ft	50 ft	See Subsection 9102.01.040 (Additional Residential Development Standards), Subsection 9103.01.060 (Setback Measurements and Exceptions), and Subsection 9102.01.050 (Permitted Projections in Single-family Residential Zones)
Side – first or single story						
Interior	5 ft or 10% of the lot width, whichever is greater	R-M: 10 ft or 10% of lot width, whichever is greater, but not to exceed 15 ft as a required setback R-1: 6 ft or 10% of the lot width, whichever is greater	10 ft or 10% of the lot width, whichever is greater	10 ft or 10% of the lot width, whichever is greater	15 ft	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Corner (street side)	20 ft	20 ft	20 ft	20 ft	20 ft	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Reverse Corner (street side)	25 ft	R-M: 20 ft R-1: 25 ft	25 ft	25 ft	25 ft	

Table 2-3 ⁽¹⁾
Additional Development Standards for Homeowners Association Areas
Single-family Residential Zones (R-M, R-0, R-1)

Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
Side - second story						
<i>Interior</i>	10 ft or 20% of the lot width, whichever is greater	R-M: 15 ft or 20% of the lot width, whichever is greater R-1: 10 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
<i>Corner (street side)</i>	20 ft	20 ft	20 ft	20 ft	20 ft	
<i>Reverse Corner (street side)</i>	25 ft	R-M: 20 ft R-1: 25 ft	35 ft	35 ft	35 ft	
Rear						
First or single story	25 ft	25 ft	35 ft	35 ft	40 ft	Additional rear setback of one foot required on each story for every 10 feet above 150 feet of lot depth. See Subsection 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Second story	35 ft	35 ft	35 ft	35 ft	35 ft	
Maximum Lot Coverage						
1-story dwellings	45%	45%	45%	45%	45%	
2-story dwellings	35%	35%	35%	35%	35%	
Maximum Number of Stories	2 stories	2 stories	2 stories	2 stories	2 stories	Exposed basements shall be considered a story.
Maximum Street-Facing Porch Height	14 ft	14 ft	14 ft	14 ft	14 ft	See Subsection 9102.01.040.I (Porch Height).

Table 2-3 ⁽¹⁾
Additional Development Standards for Homeowners Association Areas
Single-family Residential Zones (R-M, R-0, R-1)

Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
Encroachment Plane						
Front Property Line	30 degrees	R-M: 40 degrees R-1: 30 degrees	30 degrees	30 degrees	30 degrees	No portion of any structure shall encroach through a plane projected from the identified angle as measured at the ground level along the front property line. That point shall be located at the intersection of a horizontal projection of the adjacent grade elevation and its intersection with the property line. See Figure 2-1 (Encroachment Plane).
Interior Rear and/or Interior Side	N/A	N/A	N/A	N/A	N/A	
Corner Street Side Property Line	40 degrees	40 degrees	40 degrees	40 degrees	40 degrees	

**Table 2-3 ^{(1) (3)}
Additional Development Standards for Homeowners Association Areas
Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Oaks (R-0)	Upper Rancho (R-0)
Maximum Height ⁽²⁾	25 ft	R-M: 25 ft for lots less than 71-foot lot width; an additional 1 ft in height for every additional 1 ft in lot width up to 75 ft lot (30 ft height). 80-85 ft lot width: 31 ft 85'-1"-90 ft lot width: 32 ft 90'-1"-95 ft lot width: 33 ft 95'-1"-100 ft lot width: 34 ft 100'-1"+ ft lot width: 35 ft R-1: Less than 75 ft lot width: 25 ft 75'-94 ft lot width: 27 ft 94'-1"-114 ft lot width: 29 ft 114'-1" ft lot or larger width: 30 ft	25 ft for lots with less than 75- foot lot width 30 ft for lots with 75-foot width or greater	25 ft for lots with less than 75- foot lot width 30 ft for lots with 75-foot width or greater	25 ft for lots with less than 75- foot lot width 30 ft for lots with 75-foot width or greater

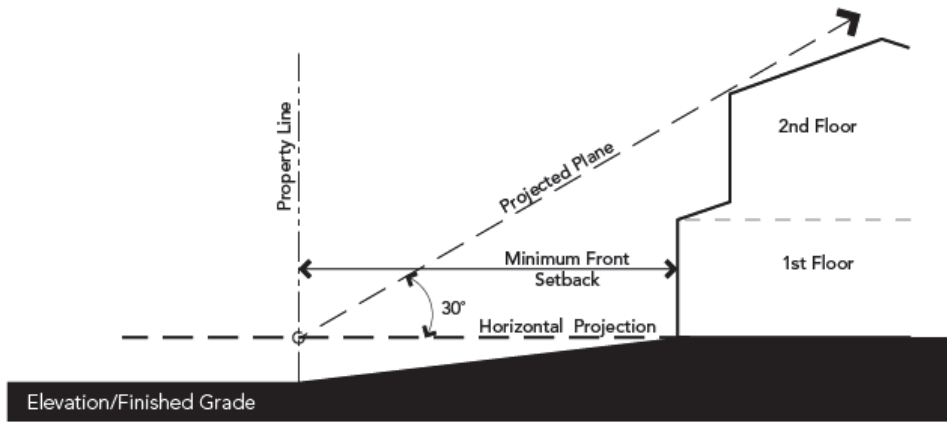
Notes:

(1) In cases where the underlying zoning's Development Standard is greater than the requirements stated in Table 2-3, Additional Development Standards for Homeowners Association Areas Single-family Residential Zones (R-M, R-0, R-1), the underlying zoning shall be used unless an exception is specifically identified.

(2) See Subsection 9103.01.030 (Measuring Floor Area and Floor Area Ratio)

(3) See Subsection 9102.01.040(J) for additional regulations regarding garages and carports.

Figure 2-1
Encroachment Plane – R-0 and R-1 Zones



9102.01.050 Permitted Projections in Single-Family Residential Zones
Amended by Ord. No. 2347

- A. Permitted Architectural Projections in Single-Family Residential Zones.** In R-M, R-0, and R-1 zones, architectural and similar features may extend into required setback areas as identified in Table 2-4 (Permitted Projections and Encroachment into Required Setback in Single-Family Zones).

Table 2-4 Permitted Projections and Encroachment into Required Setback in Single-Family Zones	Maximum Permitted Encroachment Distance Into Required Setback Area			
	R-M, R-0, and R-1 Zones			
	Architectural Feature	Front ⁽¹⁾	Side ⁽²⁾	
		1 st Story	2 nd Story	
Awnings	18 inches	--	--	18 inches
Balconies	--	--	--	--
Bay windows, garden windows ⁽⁴⁾	18 inches	18 inches	18 inches	18 inches
Chimneys	18 inches	18 inches	18 inches	18 inches
Cornices, belt courses, buttresses, pilasters, pillars, sills	12 inches	--	--	--
Eaves ⁽⁵⁾	30 inches	30 inches	30 inches	30 inches
Fire escapes, elevator shafts and open stairways	--	--	--	--
Trellis structures and patio covers	--	--	--	--

Notes:

- (1) Front Setback Exception (R-M Zone only) – Architectural features shall not project into the front setback in the R-M zone.
(2) Side Setback Exception (R-M Zone only) – A portion of a gable roof and walls thereunder which do not exceed a maximum height of 20 feet and which enclose a portion of the first story living area and/or interior stairwells which have no window(s) facing the side yard, may encroach into the required setback but in no event shall such encroachment be less than the required first story setback except as may be approved pursuant to an Administrative Modification (Section 9107.05).
(3) Rear Setback Exception (R-M Zone only) – Architectural features shall not project into the rear setback in the R-M zone.
(4) In all zones, bay windows, garden windows, and other similar architectural projections shall have a vertical distance of 30 inches or greater between the lowest surface of the projection and the finished floor.
(5) Eaves Exception (R-M Zone only) – Eaves may extend or project a maximum of two feet beyond the required setback on both the first and second stories.

- B. Mechanical Equipment Projections in Single-Family Residential Zones.** Mechanical equipment shall comply with the required setbacks set forth for the structure the mechanical equipment will serve. Exceptions: (1) Tankless water heaters and solar batteries may encroach into the required side and rear setbacks by 30 inches. (2) Mechanical equipment serving swimming pools, spas, and water features shall not be set back less than three feet from the rear property line.

9102.01.060 Accessory Structures in Single-Family Residential Zones
Amended by Ord. No. 2347
Amended by Ord. No. 2369 & 2370

Accessory structures, as defined in Division 9 (Definitions) of this Development Code, but excluding required garages, are allowed in residential zones and are subject to the development standards set forth in Table 2-5 (Development Standards for Accessory Structures in the R-M, R-0, and R-1 Zones). Accessory dwelling unit regulations are set forth in Subsection 9102.01.080 (Accessory Dwelling Units). Any allowable accessory structure that does not require a building permit shall meet the requirements of this Development Code for use, placement on the lot, height, and size. The construction and/or relocation of an accessory structure shall require review and approval per the Site Plan and Design Review, as set forth in Section 9107.19 (Site Plan and Design Review).

A. Restrictions on Number and Use

- 1. Primary Building Required.** An accessory structure(s) is allowed onsite only when there is a primary dwelling on site.

2. **Number Allowed.** ~~A maximum of two detached accessory structures are allowed on any one lot, including accessory dwelling units.~~ **A maximum of two detached accessory structures are allowed on any one lot. This maximum number is reduced by the number of legal accessory dwelling units on the lot.**
3. **Kitchen.** No kitchen is allowed within the accessory structure
4. **Bathroom.** The accessory structure may contain a sink, a toilet and/or a shower.
5. **Rooms.** No more than one room is allowed within the accessory structure, aside from a bathroom containing a sink, toilet and/or a shower.
6. **Covenant Required.** A covenant approved as to form by the City shall be recorded prior to the issuance of any building permit for any accessory structure stating that the accessory structure will not be used for overnight stay, rented, or used as a dwelling unit.

B. Development Standards

1. **General Standards.** Accessory structures shall comply with the development standards set forth in Table 2-5 (Development Standards for Accessory Structures in the R-M, R-0, and R-1 Zones).
2. **Consistent Exterior Appearance.** All accessory structures on a permanent foundation shall be consistent in exterior appearance with the primary structure through the use of similar/matching exterior paint colors, material types, and architectural styles.

Table 2-5 Development Standards for Accessory Structures in the R-M, R-0, and R-1 Zones ⁽¹⁾				
Development Feature	R-M	R-0	R-1	Additional Requirements
Maximum Floor Area	50% of the ground floor area of the main building	50% of the ground floor area of the main building	50% of the ground floor area of the main building	Shall be counted toward total allowable floor area for the zone, pursuant to Subsections 9102.01.030 (Development Standards in Single-Family Residential Zones) and 9102.01.040 (Additional Residential Development Standards in Single-Family Residential Zones).
Minimum Setbacks				
Front (public or private street)	Same as dwelling requirement	Same as dwelling requirement	Same as dwelling requirement	For exceptions refer to Subsection 9102.01.040.B (Front Setbacks-Additional Standards in R-M and R-0 Zones).
Side	10 ft	Same as dwelling requirement	Same as dwelling requirement	
Reverse Corner (street side)	20 ft	Same as dwelling requirement	Same as dwelling requirement	For exceptions refer to Subsection 9102.01.040.BC (Exceptions to Rear Setbacks on Corner and Reverse Corner Lots in R-0 and R-1 Zones-Attached Single-Story Garage)
Rear	10 ft	10 ft	10 ft	

Maximum Lot Coverage — 25% of required rear yard — 25% of required rear yard — 25% of required rear yard

**Table 2-5
Development Standards for Accessory Structures
in the R-M, R-0, and R-1 Zones ⁽¹⁾**

Development Feature	R-M	R-0	R-1	Additional Requirements
Maximum Number of Stories	One story	One story	One story	
Minimum Distance Between Structures	6 ft	6 ft	6 ft	
Maximum Height	16 ft and cannot exceed the maximum height of dwelling	16 ft and cannot exceed the maximum height of dwelling	16 feet and cannot exceed the maximum height of dwelling	See Subsection 9103.01.050 (Height Measurements and Exceptions) and 9102.01.040.E (Height Exception for Chimneys and Roof-Mounted Vents).
Minimum Encroachment Plane				
Front Property Line	40 degrees	30 degrees	30 degrees	
Interior Rear and/or Interior Side	N/A	N/A	N/A	
Street Side (Reverse Corner) Property Lines	N/A	40 degrees	40 degrees	

Notes:

(1) *Accessory dwelling units are subject to the development standards in Subsection 9102.01.080.*

9102.01.080 Accessory Dwelling Units
Amended by Ord. No. 2347
Amended by Ord. 2369 & 2370
Amended by Ord. No. 2375
Amended by Ord. No. 2396

Accessory dwelling units and junior accessory dwelling units, as defined in Division 9 (Definition) of this Development Code, are allowed in the R-0, R-1, R-M, R-2, R-3, R-3-R, CBD, MU, and DMU zones, developed with at least one dwelling.

A. Development Standards

1. **General.** Except as identified in this Subsection, accessory dwelling units shall comply with all the development standards (setbacks, lot coverage, height, etc.). All accessory dwelling units shall be clearly subordinate in location and size to the primary structure and consistent in exterior appearance with the primary structure through the use of similar/matching exterior paint colors, material types, and architectural styles. Accessory dwelling units shall have a defined and independent exterior access. An accessory dwelling unit is allowed on a site only when a primary dwelling exists.
2. **Location:** An accessory dwelling unit is permitted on any residentially zoned property if a single-family dwelling or multifamily dwelling exists on the lot or will be constructed in conjunction with the accessory dwelling unit. An accessory dwelling unit may be either attached to the existing dwelling unit, or located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling. A junior accessory dwelling unit (JADU) may only be located within an existing or proposed single-family structure, including within an attached garage.

One of the following is allowed:

1. One Attached ADU (may not be allowed with detached ADU or JADU); or
2. One Detached ADU or a JADU by itself; or
3. One Detached ADU with one JADU

3. **Maximum Floor Area and Lot Coverage.** No accessory dwelling unit may cause the total Floor Area Ratio (FAR) to exceed 45%, or cause the lot coverage of the lot to exceed 50%. If either requirement would preclude development of an accessory dwelling unit up to 800 square feet in size, the requirement does not apply.

~~**Maximum Rear Yard Lot Coverage in Single-Family Zones:** No accessory dwelling unit may cause the rear yard lot coverage to exceed 25%, except if the requirement precludes the development of an accessory dwelling unit of up to 800 square feet in size.~~

4. Maximum Size

- a. **Accessory Dwelling Unit.** The maximum size of a detached or attached accessory dwelling unit is 850 square feet for a studio or one-bedroom unit and 1,000 square feet for a unit with two bedrooms.
- b. **Junior Accessory Dwelling Unit.** The maximum size within an existing or proposed single-family dwelling is 500 square feet.
- c. An attached accessory dwelling unit that is created on a lot within an existing primary dwelling is further limited to 50 percent of the floor area of the existing primary dwelling, unless this would restrict the maximum size of the accessory dwelling unit to be smaller than 800 square feet.
- d. Application of other development standards in this section, such as FAR or lot coverage, might further limit the size of the accessory dwelling unit, but any application of the percent-based floor area limit in paragraph A.4.c above or of an FAR, lot coverage, or front setback, must yield to the extent necessary to allow an accessory dwelling unit to be up to 800 square feet.

5. Maximum Height and Story

- a. Except as otherwise provided by paragraphs (A)(4)(d)(5)(b) and (c) below, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height and one story.

- b. ~~A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single-family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit. It may not exceed one story.~~
- c. ~~A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height. It may not exceed one story.~~
- d. ~~An ADU that is attached to the primary dwelling may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (A)(4)(d)(5)(d) may not exceed two stories.~~
- e. ~~For purposes of this subsection (A)(4)(d), height is measured above existing legal grade to the peak of the structure.~~

6. ~~Required Setbacks.~~

- a. ~~Detached and attached accessory dwelling units shall meet a minimum side and rear yard setbacks of at least four (4) feet.~~
- b. ~~An attached accessory dwelling unit shall meet the same front setbacks as required for the primary dwelling.~~
- c. ~~A new detached ADU may not be located closer to the front property line than the primary dwelling.~~
- d. ~~A front setback must yield to the extent necessary to allow an accessory dwelling unit to be up to 800 square feet.~~

7. ~~Required Parking.~~ ~~An accessory dwelling unit shall be provided with a minimum of one on-site parking space (covered or uncovered). The uncovered parking space shall be located on a paved surface, and may be provided in the setback areas or as tandem parking. For required parking spaces dimensions, please refer to Division 3.~~

~~When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an accessory dwelling unit, the required parking spaces shall be replaced as specified in Table 3-3. If code-compliant replacement parking cannot be provided, the replacement parking spaces may be located in any configuration on the same lot as the accessory dwelling unit, including but not limited to, covered spaces, uncovered spaces, or tandem spaces or by the use of mechanical automobile parking lifts within an enclosed garage.~~

8. ~~Fire Sprinklers.~~ ~~An accessory dwelling unit is required to have sprinklers if the primary dwelling is also required to have fire sprinklers.~~

B. ~~Permit Procedures for Accessory Dwelling Units and Junior Accessory Dwelling Units.~~ ~~If the accessory dwelling unit does not qualify for a Building Permit Only, the procedures specified in Subsection 9102.01.080.B.2, shall be followed.~~

1. ~~Building Permit Only.~~ ~~An accessory dwelling unit or junior accessory dwelling unit is only subject to a building permit when it is proposed on a residential or mixed-use zone and meets one of the following scenarios:~~

A. ~~Converted Accessory Dwelling Unit with Single-Family Dwelling:~~ ~~One accessory dwelling unit as described in this subsection (B)(1)(A) and one junior accessory dwelling unit on a lot with a proposed or existing single-family dwelling on it, where the accessory dwelling or junior accessory dwelling unit:~~

- 1. ~~Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress.~~
- 2. ~~Has exterior access that is independent of that for the single-family dwelling.~~
- 3. ~~Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.~~

B. ~~Detached Accessory Dwelling Unit with Single-Family Dwelling:~~ ~~One detached, new construction accessory dwelling unit on a lot with a proposed or existing single-family dwelling (in addition to any junior accessory dwelling unit that might otherwise be established on the lot under Subsection A), if the detached accessory dwelling unit~~

satisfies the following limitations:

1. The side and rear yard setbacks are at least four (4) feet.
2. The total floor area is 800 square feet or less.
3. The peak height above grade does not exceed the applicable height limit in subsection (e)(2) below.

~~C. **Converted Accessory Dwelling Unit in Multifamily Dwellings:** One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this paragraph, at least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to 25 percent of the existing multifamily dwelling units.~~

~~D. **Detached Accessory Dwelling Unit with Multifamily Dwellings:** No more than two detached accessory dwelling units may be located on a lot that has an existing or proposed multifamily dwelling. Each detached accessory dwelling unit must satisfy the following requirements:~~

1. The side and rear yard setbacks are at least four (4) feet.
2. The peak height above grade does not exceed the applicable height limit in subsection (e)(2) below.

~~2. **Accessory Dwelling Unit Permit**~~

~~Any construction that does not comply with each of the requirements listed in Subsection 1 above (Building Permits Only) shall require a Zoning Clearance for an Accessory Dwelling Unit.~~

~~3. **Process and Timing**~~

~~A. A Zoning Clearance for an Accessory Dwelling Unit complaint with the standards of this Section is considered and approved ministerially, without discretionary review or a hearing, unless the unit exceeds the code requirements (e.g. FAR) and is subject to an Administrative Modification.~~

~~B. The City must act on an application within 60 days from the date the City receives a completed application, unless either:~~

1. The Applicant requests for a delay, in which case the 60 day time period is tolled for the period of the requested delay, or
2. If an accessory dwelling unit or junior accessory dwelling unit application is submitted with a permit application to create a new single family dwelling on the lot, the City may delay acting on the permit application until the City acts on the application for the new single family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit is still considered ministerially without discretionary review or a hearing.

~~C. If the city denies an application for an accessory dwelling unit or junior accessory dwelling unit, the city shall, within the time period described above, return in writing a full set of comments to the Applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the Applicant.~~

~~C. **Impact Fees.**~~

1. Impact Fees. No impact fee is required for an accessory dwelling unit that is less than 750 square feet in size.

~~D. **Utility Fees.**~~

1. An ADU that is constructed with a new single family dwelling is considered to be a new residential use and requires a direct connection for all utilities and payment of related connection fees and capacity charges.
2. Aside from D. 1 above, the City does not require a direct utility connection or related fee or charge for any ADU approved under this section.
3. An Applicant must consult any other local agency, special district, or water corporation that will provide utility services to

the property to determine what direct connection requirement, if any, the utility provider requires for the ADU.

E. ~~Owner Occupancy~~

1. ~~An accessory dwelling unit that is created after January 1, 2020, but before January 1, 2025, is not subject to any owner occupancy requirement.~~
2. ~~Unless applicable law requires otherwise, all accessory dwelling units that are created on or after January 1, 2025, are subject to an owner occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.~~
3. ~~All junior accessory dwelling units are subject to an owner occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or junior accessory dwelling unit, as the person's legal domicile and permanent residence. However, the owner occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.~~

F. ~~Nonconforming Accessory Dwelling Units and Discretionary Approval~~

~~Any proposed accessory dwelling unit or junior accessory dwelling unit that does not conform to each of the objective design standards in this section may be considered by the City with an Administrative Modification process in Section 9107.05.~~

G. ~~Objective Design Standards for Accessory Dwelling Units~~

~~Architectural~~

1. ~~The materials and colors of the exterior walls, roof, and windows and doors must match the appearance and architectural design of those of the primary dwelling.~~
2. ~~The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.~~
3. ~~The exterior lighting must be limited to down lights or as otherwise required by the building or fire code.~~
4. ~~The ADU must have an independent exterior entrance, apart from that of the primary dwelling. The ADU entrance must not be visible from the public right of way.~~
5. ~~For new detached ADUs, there must be indentations or projections provided that are at least 8 inches in depth on at least two of the exterior walls to break up flat wall planes. The interior wall height shall be at least seven feet tall.~~
6. ~~All windows that are located 9 feet in height above the finished floor must be clerestory windows (no dormers), and must be frosted or obscure glass.~~
7. ~~An ADU that is on real property that is listed in the California Register of Historic Resources must be located so as to not be visible from any public right of way.~~

~~Landscape~~

8. ~~Landscaping must be provided to provide screening between the ADU and adjacent parcels along the rear and side property lines and there shall be at least one 15-gallon size plant for every five linear feet of exterior wall. Landscaping must be drought-tolerant or low water using plants that utilize multiple varieties of drought tolerant resistant grasses, turf substitutes, or ground covers that maintain a living and continuous planting area. Desert landscape or rock garden designs are not allowed.~~

~~Other~~

9. ~~The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire apparatus access, as determined by the Fire Department. This requirement does not apply to state exempt ADUs.~~
10. ~~ADUs must have clear addressing visible from the street. Addresses must be at least 4 inches high and shall be shown on the curb next to the primary address number.~~

~~11. No mezzanines or partial floors, including a loft, shall be allowed.~~

A. Accessory Dwelling Units. Purpose. The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with Chapter 13 of Division 1 of Title 7 of the California Government Code.

B. Effect of Conforming. An ADU or JADU that conforms to the standards in this section will not be:

1. Deemed to be inconsistent with the City's General Plan and zoning designation for the lot on which the ADU or JADU is located.
2. Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.
3. Considered in the application of any local ordinance, policy, or program to limit residential growth.
4. Required to correct a nonconforming zoning condition, as defined below under Definitions. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code Section 17980.12.

C. Definitions. As used in this section, terms are defined as follows:

1. "Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:
 - a. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and
 - b. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.
2. "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
3. "Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
4. "Efficiency kitchen" means a kitchen that includes all of the following:
 - a. A cooking facility with appliances.
 - b. A food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the JADU.
5. "Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:
 - a. It is no more than 500 square feet in size.
 - b. It is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure.
 - c. It includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure.
 - d. If the unit does not include its own separate bathroom, then it contains an interior entrance to the main living area of the existing or proposed single-family structure in addition to an exterior entrance that is separate from the main entrance to the primary dwelling.
 - e. It includes an efficiency kitchen, as defined above.
6. "Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.
7. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
8. "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.
9. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
10. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
11. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may

access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

12. "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. Approvals. The following approvals apply to ADUs and JADUs under this section:

1. **Building-permit Only.** If an ADU or JADU complies with each of the general requirements in subsection (E) below, it is allowed with only a building permit in the following scenarios:

- A. **Converted on Single-family Lot:** One ADU as described in this subsection and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:

1. Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress; and
2. Has exterior access that is independent of that for the single-family dwelling; and
3. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.
4. The JADU complies with the requirements of Government Code sections 66333 through 66339.

- B. **Limited Detached on Single-family Lot:** One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot), if the detached ADU satisfies each of the following limitations:

1. The side and rear yard setbacks are at least four (4) feet.
2. The total floor area is 800 square feet or smaller.
3. The height does not exceed the applicable height limit in subsection below under "Height."

- C. **Converted on Multifamily Lot:** One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. At least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to 25 percent of the existing multifamily dwelling units.

- D. **Limited Detached on Multifamily Lot:** No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies all of the following:

1. The side and rear yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU.
2. The height does not exceed the applicable height limit provided in subsection below under "Height."
3. If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.

2. **ADU Permit.**

- A. Except as allowed under subsection (D)(1) above, no ADU may be created without a building permit and an ADU permit in compliance with the standards set forth in subsections (E) and (F) below.
- B. The city may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the city's ADU ordinance. The ADU-permit processing fee is determined by the director of community development and approved by the city council by resolution.

3. **Process and Timing.**

- A. An ADU permit is considered and approved ministerially, without discretionary review or a hearing.

- B. The city must approve or deny an application to create an ADU or JADU within 60 days from the date that the city receives a completed application. If the city has not approved or denied the completed application within 60 days, the application is deemed approved unless either:
 - 1. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or
 - 2. When an application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the city may delay acting on the permit application for the ADU or JADU until the city acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
 - C. If the city denies an application to create an ADU or JADU, the city must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the 60-day time period.
 - D. A demolition permit for a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.
- E. **General ADU and JADU Requirements.** The following requirements apply to all ADUs and JADUs that are approved under subsections (D)(1) or (D)(2) above:
- 1. **Zoning**
 - A. An ADU subject only to a building permit under subsection (D)(1) above may be created on a lot in a residential or mixed-use zone.
 - B. An ADU subject to an ADU permit under subsection (D)(2) above may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.
 - C. In accordance with Government Code section 66333(a), a JADU may only be created on a lot zoned for single-family residences.
 - 2. **Height**
 - A. Except as otherwise provided by subsections (E)(2)(B) and (E)(2)(C) below, a detached ADU created on a lot with an existing or proposed single family or multifamily dwelling unit may not exceed 16 feet in height.
 - B. A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.
 - C. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.
 - D. An ADU that is attached to the primary dwelling may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (E)(2)(D) may not exceed two stories.
 - E. For purposes of this subsection (E)(2), height is measured from existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure.
 - 3. **Fire Sprinklers**

- A. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
 - B. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.
4. **Rental Term.** No ADU or JADU may be rented for a term that is shorter than 28 days. This prohibition applies regardless of when the ADU or JADU was created.
5. **No Separate Conveyance.** An ADU or JADU may be rented, but, except as otherwise provided in Government Code section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
7. **Owner Occupancy.**
- A. ADUs created under this section on or after January 1, 2020 are not subject to an owner-occupancy requirement.
 - B. As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement in this subsection (E)(7)(B) does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.
8. **Deed Restriction.** Prior to issuance of a certificate of occupancy for a JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the city and must provide that:
- A. The JADU may not be sold separately from the primary dwelling.
 - B. The JADU is restricted to the approved size and to other attributes allowed by this section.
 - C. The deed restriction runs with the land and may be enforced against future property owners.
 - D. The deed restriction may be removed if the owner eliminates the JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of a JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
 - E. The deed restriction is enforceable by the Director, or designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.
9. **Building & Safety.**
- A. Must comply with Building Code. Subject to subsection below, all ADUs and JADUs must comply with all local building code requirements.

- B. No change of occupancy. Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in Section 310 of the California Building Code, unless the Building Official or Code Enforcement Division makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection prevents the city from changing the occupancy code of a space that was uninhabitable or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

F. Specific ADU Requirements. The following requirements apply only to ADUs that require an ADU permit under subsection (d)(2) above.

1. Maximum Size.

- A. The maximum size of a detached or attached ADU subject to this subsection (F) is 850 square feet for a studio or one-bedroom unit and 1,000 square feet for a unit with two or more bedrooms.
- B. An attached ADU that is created on a lot with an existing primary dwelling is further limited to 50 percent of the floor area of the existing primary dwelling.
- C. Application of other development standards in this subsection (F), such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (F)(1)(B) above or of an FAR, front setback, lot coverage limit, or open-space requirement may require the ADU to be less than 800 square feet.

2. Floor Area Ratio (FAR). No ADU subject to this subsection (F) may cause the total FAR of the lot to exceed 45 percent, subject to subsection (F)(1)(C) above.

3. Setbacks.

- A. ADUs that are subject to this subsection (F) must conform to four (4) foot side and rear setbacks. ADUs that are subject to this subsection (F) must conform to 25-foot front setbacks, subject to subsection (F)(1)(C) above.
- B. No setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing structure.

4. Lot Coverage. No ADU subject to this subsection (F) may cause the total lot coverage of the lot to exceed 45 percent if the primary dwelling is one-story or 35-percent if the primary dwelling is two-story, subject to subsection (F)(1)(C) above.

5. Minimum Open Space. No ADU subject to this subsection (F) may cause the total percentage of open space of the lot to fall below 50 percent, subject to subsection (F)(1)(C) above.

6. Passageway. No passageway, as defined by subsection (C)(9) above, is required for an ADU.

7. Parking.

- A. Generally. One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by subsection (C)(12) above.
- B. Exceptions. No parking under subsection (F)(7)(A) is required in the following situations:
 - 1. The ADU is located within one-half mile walking distance of public transit, as defined in subsection (C)(11) above.

2. The ADU is located within an architecturally and historically significant historic district.
 3. The ADU is part of the proposed or existing primary residence or an accessory structure under subsection (D)(1)(A) above.
 4. When on-street parking permits are required but not offered to the occupant of the ADU.
 5. When there is an established car share vehicle stop located within one block of the ADU.
 6. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided that the ADU or the lot satisfies any other criteria listed in subsections (F)(7)(B)(1) through (5) above.
- C. No Replacement. When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

8. Architectural Requirements.

- A. The exterior lighting must be limited to down-lights or as otherwise required by the building or fire code.
- B. The ADU must have an independent exterior entrance, apart from that of the primary dwelling. An attached ADU entrance must not be visible from the public right-of-way.
- C. The ADU may have an attached porch or covered entry way not exceeding 60 square feet in area and with a maximum depth of six (6) feet.
- D. All windows that are located nine (9) feet in height above the finished floor must be clerestory windows (no dormers) and must be frosted or obscure glass.
- E. The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire-apparatus access, as determined by the City's Fire Department.
- F. The ADU must have clear addresses visible from the street. Addresses must be at least 4 inches high and shall be shown on the curb next to the primary address number.
- G. No mezzanine or partial floor, including a loft, is allowed in an ADU.

9. Historical Protections. An ADU on a property that is listed in the California Register of Historic Resources must be located so as to not be visible from any public right-of-way.

10. Allowed Stories. No ADU subject to this subsection (F) may have more than one story, except that an ADU that is attached to the primary dwelling may have the stories allowed under subparagraph (E)(2)(D) of this section.

G. Fees. The following requirements apply to all ADUs that are approved under subsections (D)(1) or (D)(2) above.

1. Impact Fees.

- A. No impact fee is required for an ADU that is less than 750 square feet in size. For purposes of this subsection (G)(1), "impact fee" means a "fee" under the Mitigation Fee Act (Gov. Code § 66000(b)) and a fee under the Quimby Act (Gov. Code § 66477). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.

- B. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (e.g., the floor area of the ADU, divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling).

2. Utility Fees.

- A. If an ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required.
- B. Except as described in subsection (G)(2)(A), converted ADUs on a single-family lot that are created under subsection (D)(1)(A) above are not required to have a new or separate utility connection directly between the ADU and the utility. Nor is a connection fee or capacity charge required.
- C. Except as described in subsection (G)(2)(A), all ADUs that are not covered by subsection (G)(2)(B) require a new, separate utility connection directly between the ADU and the utility for any utility that is provided by the city. All utilities that are not provided by the city are subject to the connection and fee requirements of the utility provider.
 - 1. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.
 - 2. The portion of the fee or charge that is charged by the city may not exceed the reasonable cost of providing this service.

H. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.

- 1. **Generally.** The city will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

2. Unpermitted ADUs and JADUs constructed before 2020

- A. **Permit to Legalize.** As required by state law, the city may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:

- 1. The ADU or JADU violates applicable building standards, or
- 2. The ADU or JADU does not comply with state ADU or JADU law or this ADU ordinance Section 9102.01.080.

B. Exceptions:

- 1. Notwithstanding subsection (H)(2)(A) above, the city may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the city makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code section 17920.3.
- 2. Subsection (H)(2)(A) above does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code section 17920.3.

9102.01.110 Permitted Projections in Multifamily Zones

- A. Permitted Architectural Projections in R-2, R-3, and R-3-R Zones.** In multifamily zones, architectural and similar features may extend into required setback areas as identified in Table 2-7 (Permitted Projections and Encroachment into Required Setback Areas in Multifamily Zones).

Table 2-7			
Permitted Projections and Encroachment into Required Setback Areas in Multifamily Zones			
Architectural Feature	Maximum Permitted Encroachment Distance into Required Setback Area		
	R2, R-3, and R-3-R Zones		
	Front	Side	Rear
Awnings	18 inches	--	18 inches
Balconies	--	--	--
Bay windows, garden windows ⁽¹⁾	18 inches	18 inches	18 inches
Chimneys	18 inches	18 inches	18 inches
Cornices, belt courses, buttresses, pilasters, pillars, sills	12 inches	--	--
Eaves	24 inches	24 inches	24 inches
Trellis structures and patio covers	--	--	--

Notes:

(1) Bay windows, garden windows, and other similar architectural projections shall have a vertical distance of 30 inches or greater between the lowest surface of the projection and the finished floor.

- B. Permitted Mechanical Equipment Projections in Multifamily Residential Zones.** Mechanical equipment shall not be located within any required front or side yard setback, and shall not be set back less than three feet from the rear lot line. Exception: Tankless water heaters and solar batteries may encroach 24 inches into any required interior side or rear yard provided that a minimum setback of four feet is maintained.

Section 9102.01.150 – Urban Lot Splits

Purpose. The purpose of this section is to implement the provisions of Government Code section 66411.7 for urban lot splits in single-family residentially zoned properties (R-M, R-0, and R-1).

Applicability. This section shall only apply to the extent that the City is required to ministerially approve urban lot splits under Government Code Section 66411.7. If Government Code section 66411.7 is repealed, determined to be unlawful or otherwise unenforceable, then this section shall only govern lots previously created through an urban lot split and no applicant for an urban lot split may claim any rights hereunder. The intent of this section is to only implement the requirements of Government Code Section 66411.7, and this section shall not be construed to allow any greater rights to an urban lot split than the City is required to grant under state law.

Definitions.

1. “City” means the City of Arcadia, California.
2. “Director” means the Development Services Director for the City or designee.
3. “Individual property owner” means a natural person holding fee title individually or jointly in the person’s own name or a beneficiary of a trust that holds fee title. “Individual property owner” does not include any corporation or corporate person of any kind (partnership, LP, LLC, C corp, S corp, etc.) except for a community land trust (as defined by Revenue and Taxation Code Section 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by Revenue and Taxation Code Section 214.15).
4. “Specific adverse impact” has the same meaning as in Government Code Section 65589.5(d)(2), which is a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete and does not include (1) inconsistency with the zoning ordinance or general plan land use designation or (2) the eligibility to claim a welfare exemption under Revenue and Taxation Code Section 214(g).
5. “Urban lot split” means the subdivision of an existing, legally subdivided lot into two lots in accordance with the requirements of Government Code Section 66411.7 and this section pursuant to a ministerial approval process.

A. Requirements and Approval Authority

1. Only individual property owners may apply for an urban lot split.
2. The Director shall ministerially approve all applications for urban lot splits that are subject to approval. Such applications shall be approved or denied in accordance with subsection (B) below. Notwithstanding Division 5 of this Code, the parcel map shall be approved by the Director, and these decisions shall be final. The Director shall not waive the requirement to submit a tentative parcel map for an urban lot split.
3. An application and tentative parcel map for an urban lot split must be submitted on the City’s approved form. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted. The City’s application form shall, at a minimum, require the applicant to submit the following:
 - a. Evidence that the applicant is an individual property owner of the lot to be split.
 - b. A signed affidavit stating that the applicant intends to occupy one of the dwelling units on one of the resulting lots as the applicant’s principal residence for a minimum of three years after the urban lot split is approved.
 - c. Proof that none of the circumstances set forth in Subsections (B)(3)(f) & (g) are present.
 - d. Proof that the lot to be split was not established through a prior urban lot split under this section.
 - e. Proof of any inspections required under Subsection (B)(3)(d).
 - f. If the lot would result in the demolition or alteration of existing housing, proof that no housing on the lot has been occupied by a tenant within the past three years.

4. The tentative parcel map may not be recorded until the final parcel map has been approved ministerially by the Director. The owner must demonstrate that the required documents have been recorded, such as deed restriction and easements. The tentative parcel map expires six months after the approval. No extension shall be granted.
5. The application fee for an urban lot split will be the same as the City's Lot Line Adjustment fee within the approved Fee Schedule. This fee may be changed from time to time by the City Council, in accordance with applicable law.

B. Requirements; Grounds for Denial

1. **Objective Development Standards for Urban Lot Split.** An urban lot split, and any development of a parcel created from an urban lot split, shall comply with all requirements of this Chapter, all objective development standards set forth in this Code or otherwise established by the City, and all other City requirements that are not in conflict with Government Code Section 66411.7.
 - a. The new lot line must be at a straight line starting from the front property line to the rear property line, or side if it is a corner lot. There shall be no curve or angles when subdividing the lot.
2. **Subdivision Standards.**
 - a. Except as otherwise expressly provided in this section, an urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Government Code section 66410 *et. seq.*) and Division 5 of Article IX (Subdivisions) of this Code.
 - b. No dedication of rights-of-way or construction of offsite improvements shall be required for an urban lot split, except for those necessary to complete standard sidewalk, parkway, and/or drainage improvements directly associated with the subject property. To the extent that dedication of rights-of-way or construction of offsite improvements are necessary to avoid a specific adverse impact, the application shall be subject to denial.
3. **Denial.** The Director shall deny an application for an urban lot split if any of the following are true:
 - a. **Development and Subdivision Standards.** The lot to be split does not satisfy the requirements of subsections (B)(1) or (B)(2) above or (C) below.
 - b. **Zone.** The lot to be split is not zoned for single family residential uses.
 - c. **Lot Location.** The lot to be split does not satisfy the requirements of Government Code Section 65913.4(a)(6)(B)–(K). (See Government Code Section 66411.7(a)(3)(C).)
 - d. **Inspection**
 - i. For lots within a high fire hazard severity zone, the application does not include proof of an inspection confirming full compliance with all fire-hazard mitigation measures required by state statutes. The inspection shall be conducted by the City's fire marshal or person authorized by the City to perform building inspections.
 - ii. For lots within a delineated earthquake fault zone, the application does not include proof of full compliance with applicable seismic protection building code standards.
 - e. **Historic**
 - i. The lot to be split is a historic property or within a historic district that is included on the State Historic Resources Inventory.
 - ii. The lot to be split is within a site that is designated by ordinance as a city landmark, is considered a local historic property or resource, or is located within a local historic district.
 - f. **Prior Urban Lot Split.**
 - i. The lot to be split was established through a prior urban lot split.
 - ii. The lot to be split is adjacent to a lot that was established through a prior urban lot split by the

owner of the lot to be split or by any person acting in concert with the owner.

- g. **Impact on Protected Housing.** The urban lot split requires or includes the demolition or alteration of any of the following types of housing:
 - i. Housing that is income-restricted for households of moderate, low, or very low income.
 - ii. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - iii. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Government Code Sections 7060–7060.7) at any time in the 15 years prior to submission of the urban lot split application.
 - iv. Housing that has been occupied by a tenant in the last three years.
- h. **Lot Size**
 - i. The lot to be split is smaller than 2,400 square feet.
 - ii. Either or both of the resulting lots are less than 1,200 square feet.
 - iii. Either of the resulting lots is more than 60% or less than 40% of the original lot area.
- i. **Easements.** The applicant does not convey all easements required for the provision of public services and facilities.
- j. **Specific Adverse Impacts.** If the Director makes a written finding, based on a preponderance of the evidence, that the project would have a “specific, adverse impact” on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
- k. **No Legal Requirement.** If for any reason, including but not limited to repeal of Government Code Section 66411.7, initiative or referendum, court decision or any circumstance in which Section 66411.7 does not obligate the ministerial approval of an urban lot split or if for any reason the Director is not required to ministerially approve an urban lot split. To the extent that approval of an urban lot split is considered a municipal affair of a charter city, the intent of this section is that the Director shall deny an urban lot split notwithstanding any state statute to the contrary.

C. Standards Specific to Urban Lot Splits

The following development standards shall apply to urban lot splits approved under this section. In the event of a conflict between this subsection and any other development standard contained outside of the Development Code, this subsection shall govern.

1. **Lot Access.** Each resulting lot must adjoin the public right-of-way with no more than 60% of the original frontage and no less than 40% of the original frontage of the lot.
2. **Unit Quantity.** No more than two units of any kind are permitted on any lot created by an urban lot split. For purposes of this paragraph, “unit” means any dwelling unit, including, but not limited to an ADU, or a JADU.
3. **Unit Size.** Notwithstanding Section 9102.01 for Single-Family Residential Zones:
 - a. The total floor area of each residential unit developed on a lot created by an urban lot split must be less than or equal to 800 square feet and at least 500 square feet.
 - b. A primary dwelling that was legally established prior to the urban lot split and that is larger than 800 square feet in floor area may remain as its lawful floor area and structural footprint at the time of the urban lot split.
 - c. A primary dwelling that was legally established prior to the urban lot split and that is smaller than 800 square feet in floor area may be expanded to 800 square feet in floor area after the urban lot split.

d. The unit size shall comply with the setbacks, height, parking, and other applicable standards in Section 9102.01.160 for Two-Unit Units Projects approved under an urban lot split.

4. **Objective Development Standards and Other Regulations.** Units built following an Urban Lot Split shall comply with the setbacks, height, FAR and lot coverage, and parking requirements found in Section 9102.01.160(C), all objective development standards found in Section 9102.01.160(F), and the City's Tree Ordinance as provided in Division 10 of this Code.

5. **Utilities.**

a. Each dwelling unit on the resulting lots must have its own direct utility connection to the utility service provider.

For each dwelling unit on the resulting lots that is or that is proposed to be connected to an onsite wastewater treatment system, the applicant must: (1) demonstrate that each primary dwelling unit will have its own septic tank and leach line; (2) submit a percolation test completed within the last five years or, if the percolation test has been recertified, within the last 10 years. This section shall not be

interpreted to allow an onsite wastewater treatment system where connection to a sewer system is available or required.

D. Fire-Hazard Mitigation Measures. A site in a very high fire hazard severity zone must comply with each of the following fire-hazard mitigation measures:

1. Emergency access and water supply requirements shall comply with the California Code of Regulations Title 14 and Title 24, Part 9.
2. All new structures on the site must comply with current building code standards for dwellings in a very high fire hazard severity zone.

E. Separate Conveyance

1. **Within a resulting lot:**

- a. Dwelling units on a single lot that is created by an urban lot split may not be owned or conveyed separately from each other.
- b. Condominium airspace divisions and common interest developments are not permitted on a lot that is created by an urban lot split.
- c. All fee interest in a lot must be held equally and undivided by all individual property owners.

2. **Between resulting lots.** Separate conveyance of the resulting lots is permitted. If dwellings or other structures (such as garages) on different lots are adjacent or attached to each other, the urban lot split boundary may separate them for conveyance purposes if the structures meet building code safety standards and are sufficient to allow separate conveyance. If any attached structures span or will span the new lot line, the owner must record appropriate conditions, covenants, restrictions, easements or other documentation that is necessary to allocate risk and responsibility between the owners of the two lots.

F. Restriction of Uses.

1. **Residential-only.** No non-residential use is permitted on any lot created by urban lot split.
2. **No Short-Term Rentals.** No dwelling unit on a lot that is created by an urban lot split may be rented for a period of less than ~~28~~ 30 days.
3. **Owner Occupancy Affidavit.** The applicant for an urban lot split must sign an affidavit stating that the applicant intends to occupy one of the dwelling units on one of the resulting lots as the applicant's principal residence for a minimum of three years after the urban lot split is approved.

G. Deed Restriction.

1. The owner must record a deed restriction for the benefit of the City, in a form acceptable to the Director and the City Attorney, that does each of the following:

- a. Gives notice that the parcel was created through an urban lot split.
- b. Gives notice of any site limitations resulting from the urban lot split.
- c. Expressly prohibits any development or construction on the parcel that would be inconsistent with this Chapter.
- d. Expressly prohibits any rental of any dwelling on the property for a period of less than 28 ~~30~~ days.
- e. Expressly prohibits any non-residential use of the lots created by the urban lot split.
- f. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any common interest development within the lot.
- g. Identifies the City as an intended third-party beneficiary with the right, but not the obligation, to enforce its terms and provisions.
- h. Provides a statement of intent to occupy a unit for a period of three years.

The Director shall not issue a building permit for development on any lot created through an urban lot split unless the applicant provides a recorded copy of a deed restriction that satisfies the provisions above.

9102.05.030 Development Standards in Downtown Zones

**Table 2-11
Development Standards for
Downtown Zones**

Development Feature	CBD ⁽¹⁾	MU	DMU ⁽¹⁾	CM	Additional Requirements
Lot Standards					
Minimum Lot Area	5,000 sf	5,000 sf	10,000 sf	5,000 sf	

Amended by Ord. No. 2356

Amended by Ord. No. 2400

New land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Table 2-10 (Allowed Uses and Permit Requirements for Downtown Zones) and Table 2-11 (Development Standards for Downtown Zones) and the development standards in Division 3 (Regulations Applicable to All Zones – Site Planning and General Development Standards). Additional regulations are denoted in the right-hand column of Table 2-11 (Development Standards for Downtown Zones); section and subsection numbers in this column refer to other sections and subsections of this Code.

Structure Form and Location Standards

Maximum Residential Density	80 units/acre	50 units/acre	80 units/acre	Residential not allowed except for parcels with a DMU or RF Overlay	See Note (3) below
Minimum Residential Density		40 units/acre	20 units/acre	20 units/acre	Accommodate a minimum of 16 units per site.
Maximum FAR ⁽²⁾	1.0	1.0	1.0	0.5	
Minimum Storefront Width	25 ft	N/A	N/A	N/A	
Minimum Setback					
Front or adjacent to a Side (Interior)	0 ft (10 ft maximum)	0 ft (10 ft maximum)	0 ft (10 ft maximum)	10 ft	See Note (4) below
Abutting nonresidential or mixed-use zone	0 ft	0 ft	0 ft	0 ft	
Abutting residential zone	10 ft	10 ft	10 ft	10 ft	
Side (Street side)	0 ft (10 ft maximum)	0 ft (10 ft maximum)	0 ft (10 ft maximum)	5 ft	See Note (4) below
Rear					

Abutting Nonresidential or Downtown zone	0 ft	0 ft	0 ft	0 ft	
Abutting residential zone	20 ft	15 ft	15 ft	10 ft	
Maximum Height	60 ft	40 ft	60 ft	40 ft	
Minimum Open Space for Residential Uses	100 sf per unit	100 sf per unit	100 sf per unit	N/A	See Subsection 9102.05.040.D (Open Space Requirements for Residential Uses in CBD, MU, and DMU Zones)

Notes:

- (1) See City Center Design Plan for additional design guidelines.
- (2) FAR maximum is applicable only to nonresidential component of a development.
- (3) Utilize DMU Zone development standards for a residential project located on a C-M zoned parcel within the DMU Overlay area and use the RF Development standards for a residential project located on a C-M zoned parcel within the RF Overlay area.
- (4) Where a property in the C-M Zone fronts First Avenue, the front setback shall be 0 ft (10 ft maximum) and the side (street side) setback shall be 0 ft (5 ft maximum).

9102.11.030 DTP - Downtown Parking Overlay Zone
Amended by Ord. No. 2375

- A. Purpose and Intent.** The Downtown Parking Overlay Zone, indicated on the Zoning Map as “DTP,” is intended to provide opportunities for economic development within the Downtown area through shared parking mechanisms and the reduction in certain parking requirements.
- B. Located Onsite.** All required surface parking spaces shall be provided in a surface lot or parking garage located on the same building site or within the same development, except where allowed by Section 9102.11.030.C (Off-Site Parking), below.
- C. Off-Site Parking.** Off-site parking for new uses or new nonresidential construction may be permitted on either a privately owned property or public property through the Site Plan and Design Review process or other applicable discretionary review permit process for an individual use or development project, subject to Section 9103.07.090 and the following regulations:
- 1. Location of Off-Site Parking.** An off-site parking facility serving a use within the Downtown Parking Overlay Zone shall be located within the Downtown Parking Overlay Zone.
 - 2. Irrevocable Access and/or Parking Easement.** If parking is provided at an off-site location, an irrevocable access and/or parking easement shall be obtained on the other site for use and benefit of the site in issue. Such access and/or parking agreement, when fully exercised, shall not diminish the available parking capacity of the site subject to the easement to less than required by this Chapter.
- D. Change in Use.** No additional parking is required when there is a change in use within the Downtown Parking Overlay Zone. This requirement does not apply to any development that was previously approved under a Conditional Use Permit or Minor Use Permit.
- E. Parking Modifications for New Structures and Expansions.** Property owners in the Downtown Parking Overlay Area may request an Administrative Modification to reduce the required off-street parking requirement, pursuant to Section 9107.05 (Administrative Modifications).
- F. Elimination of Parking Minimums –** No minimum off-street parking spaces shall be required for an expansion to an existing commercial use that is 3,000 square feet or less on a property that is zoned Central Business District (CBD) and within 150 feet from the City’s public parking lot. The distance shall be measured from property lines to property lines. Any addition that is more than 3,000 square feet, may request an Administrative Modification under Subsection 9102.11.030(E) and shall not rely on the City’s parking supply, or make an in lieu payment pursuant to the requirements in Section 9103.07.090 (Shared/Joint Use, Off-Site Parking, and In-Lieu Parking).

9102.11.050 RF Residential Flex Overlay Zone
Amended by Ord. No. 2400

- A. Purpose and Intent.** The Residential-Flex “RF” Overlay Zone is established to provide for greater flexibility in land use planning and to maximize the housing types and styles at a more affordable price range than may be possible under the strict application of other sections of this Division. The RF Overlay Zone provides the option to build a residential project in a commercial zone. Given the state of commercial development throughout the City and region, there are locations that may benefit from this flexibility; also, a residential project may serve as a catalyst for other types of development in the surrounding area. The RF Overlay Zone is intended to maintain compatibility between residential and non-residential uses on adjacent lots through development standards and design guidelines. The standards in this section are applicable to stand-alone residential projects only; all other projects are subject to the requirements of the underlying zoning designation.
- B. Allowed Uses.** In addition to the land use regulations of the underlying zone, allow residential developments by-right when 20 percent or more of the units are affordable to lower income households on sites identified as part of the Residential Flex Overlay Zone. By-right development will not require a CUP, planned unit development permit, or other discretionary review or approval except for the City’s Subdivision requirements and Objective Development Standards. Refer to Section 9103.15.030 of the Code for additional incentives and concessions for affordable housing development.
- C. Development Standards.** New land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Table 2-15 (Development Standards for Residential Flex Overlay Zone) and the development standards in Division 3 (Regulations Applicable to All Zones – Site Planning and General Development Standards). Additional regulations are denoted in the right hand column of Table 2-15 (Development Standards for Residential Flex Overlay Zone).

Table 2-15				
Development Standards for Residential Flex Overlay Zones				
Development Feature	Live Oak	Las Tunas	Commercial General (CG) ²	Additional Requirements
Structure Form and Location Standards				
Maximum Height	60 ft			See Subsection 9103.01.050 (Height Measurements and Exceptions)
Residential Density				
Maximum	50 units/acre			
Minimum	30 units/acre			
Minimum Setbacks ⁽¹⁾				
Front or adjacent to a street	10 ft			
Side (interior)	10 ft			
Side (Street side)	10 ft			
Rear	10 ft			

**Table 2-15
Development Standards for
Residential Flex Overlay Zone**

Development Feature	R-F	Additional Requirements
Structure Form and Location Standards		
Distance between Structures – Minimum	6 ft	Or as may otherwise be required by the Fire Code
Minimum Open Space for Residential Uses	100 sf per unit	See Subsection 9102.11.050.F (Open Space)

Notes:

(1) Refer to Section H for additional setback provisions.

(2) Residential units are permissible if affordable units are provided per the City's Density Bonus requirements (Section 9103.15). Properties within the CG zone with a Residential Flex Overlay may only be developed with residential uses if identified in the available sites list within the 6th Cycle Housing Element Update on file in the Development Services Department. **A property within the CG Zone, but which is not listed in the available sites list, may be consolidated with an adjacent lot/s identified in the available sites list where all properties are under the same ownership. Consolidation of a site not on the available sites list will be subject to a Site Plan and Design Review – Director (Minor Review) (Section 9107.19.030).**

D. No Parking within Front and/or Street Side Setbacks. No parking shall be allowed within required front and/or street side setbacks, or within any landscaped area not designated as a driveway or vehicle parking area.

E. Parking Requirements. New residential development in the R-F Overlay Zones shall require a minimum of 1 space per studio unit and 1.5 spaces per unit. Unless parking reductions or modifications are allowed in compliance with provisions identified, parking spaces shall be provided in compliance with Table 3-3 (Off-Street Parking Requirements: Residential Uses).

F. Laundry Facilities. If an area for installation of laundry facilities is not provided in every unit, a common laundry area shall be provided with a minimum of one washer and one dryer for each eight units. The common laundry area shall be centrally located to the units served.

G. Open Space

1. **Type.** Open space shall be in the form of private or common open space via balconies, courtyards, at-grade patios (rear and side of the units), rooftop gardens, or terraces.
2. **Minimum Dimension.** Balconies that are 30 inches or less in width or depth shall not be counted as open space.
3. **Encroachment.** Balconies that project over a public right-of-way shall be subject to approval by the City Engineer.

H. Special Setback and Stepback Requirements. The purpose and intent of this section is to provide minimum standards for property line setbacks and building stepbacks in cases where existing residential development is adjacent to new construction within the RF Overlay to protect adjacent residential neighborhood integrity and character. These special requirements apply to residential uses that were in existence at the time of adoption of these special provisions. The following standards shall apply:

1. Adjacent to Existing Residential

- a. 10-foot minimum building setback from property line (See "A" in Figure 2-B)
- b. 3-foot minimum building stepback for building heights greater than 30-feet (See "B" and "C" In Figure 2-B), when significant adjacent view impacts can be demonstrated.
- c. Appropriate planting, trees or other natural materials shall be provided within the view plane of adjacent residential uses.

- i. All plantings or other natural materials shall be at full maturity within 1 year of installation and shall be maintained in a manner that preserves its natural state.
 - ii. Planting materials shall be primarily evergreen and shall limit shedding or loss of leaves during winter months.
 - iii. Deciduous trees and plantings shall be limited in a manner that does not demonstrably impact the screening from adjacent properties.
2. **Exceptions.** Special exceptions may be granted to setback, stepback and screening requirements through the processing of a modification application if the following can be demonstrated by the project applicant. All exception requests shall be subject to the provisions of the City's adopted Objective Design Standards.
- a. The setback standards preclude the applicant from reaching minimum densities and can be demonstrated conclusively by the applicant
 - b. The standards preclude the development of affordable housing units and can be demonstrated conclusively by the applicant.
 - c. Unique site conditions or factors that may preclude the ability to comply with setback standard and/or the installation of landscape screening.

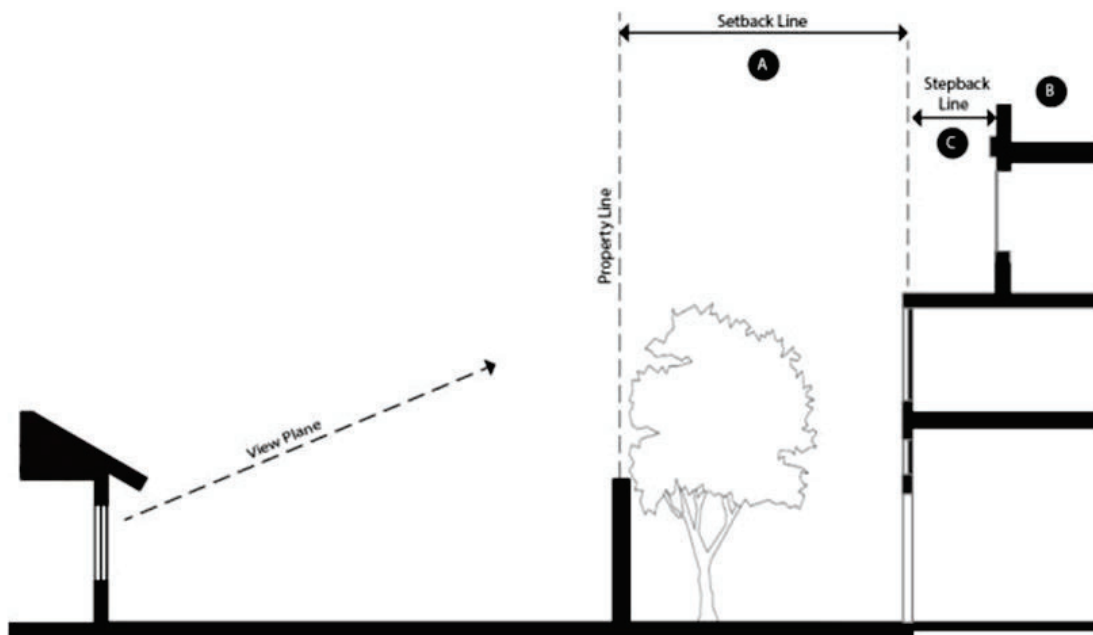


Figure 2-B: Setback and Step Back Provisions

I. Design Review

1. **Applicability.** Structures erected or modified to accommodate the land uses allowed by this Section shall require the approval of a Site Plan and Design Review subject to the requirements of Section 9107.19 (Site Plan and Design Review) of this Development Code.
2. **Design Review Criteria.** The project design shall be compatible with the scale and quality of development within the underlying zone and surrounding area. In conducting a review of projects subject to the requirements of this Section, the Review Authority may utilize design guidelines/criteria that have been adopted by the City in order to provide guidance to project proponents on how to best achieve the City's expectations for quality development; implementation of the applicable General Plan goals and policies; and maintenance of the public health, safety, general welfare and property throughout the underlying zone. Existing land uses shall be considered in the review of projects utilizing the the Residential Flex Overlay Zone. Neighborhood Serving Retail, such as supermarkets/ grocery stores shall be retained and integrated

into new projects to the extent feasible to maintain commercial retail and services to serve the needs of the local and surrounding community.

EXHIBIT “B”

Development Code, Division 3

Section 9103.05 – Fences, Walls, and Gates

Subsections:

- 9103.05.010 Purpose and Intent
- 9103.05.020 Permit Requirements
- 9103.05.030 Development Standards
- 9103.05.040 Prohibited Fencing Materials in All Zones

9103.05.010 Purpose and Intent

- A. This Section establishes standards and regulations for the construction and maintenance of fences, walls, and gates, as the terms are defined in Division 9 (Definitions). The standards are intended to ensure that these types of structures provide the desired privacy and safety while avoiding becoming a public safety hazard or nuisance.
- B. For Specific Plans and Planned Developments, fence and wall heights shall comply with the standards contained within the applicable Specific Plan or Planned Development. Where the Specific Plan or Planned Development is silent with regard to fence and wall height, the standards for the zone that most closely reflects the Specific Plan or the Planned Development shall apply, as determined by the Director.

9103.05.020 Permit Requirements

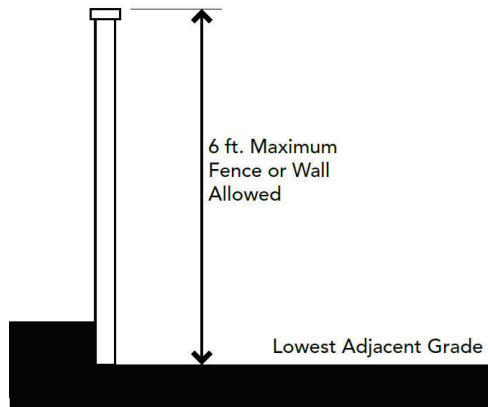
Construction of new fences, walls, and gates shall be subject to Site Plan and Design Review according to Section 9107.19 (Site Plan and Design Review).

9103.05.030 Development Standards Amended by Ord. No. 2347

A. General

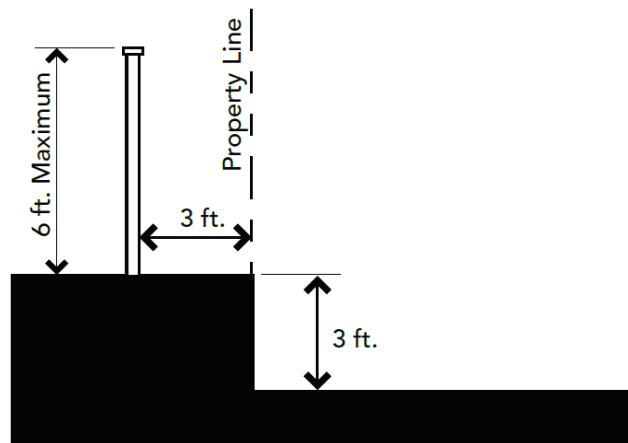
1. The fence or wall height shall be measured from the lowest adjacent grade to the uppermost part of the fence or wall. Refer to Figure 3-7 (Fence Height Measurement).
2. When there is a full landscaped parkway with no sidewalk, a fence and/or columns, excluding vehicular entry gate(s), may be placed adjacent to the front property line.
3. The need for any retaining walls and/or fences, and their heights, shall be determined by the Director and the Building Official through the Site Plan Review process. An administrative modification is not required for retaining walls and/or fences located on hillsides.
4. Temporary construction fencing that is of chain link or wire type may be allowed within the front and street side setback areas, provided it does not exceed six feet in height.
5. All fences, walls, and gates shall be subject to the height limitations described in Section 9103.01.070 (Vehicular Visibility Standards) of this Development Code.

**Figure 3-7
Fence Height Measurement**



- B. **Fence Height with Difference in Grade.** Where there is a difference in a grade between properties, a fence, wall, or gate may be a maximum height of six feet adjacent to the rear and property lines if such fence, wall, or gate maintains a minimum setback that is equal to the difference in grade between the properties. See Figure 3-8 (Fence Height Measurement with a Difference in Grade). In all other situations, the wall height shall comply with the provisions of this Section.

**Figure 3-8
Fence Height Measurement with a Difference in Grade**



C. **Residential Zones**

1. **Fences, Walls, and Gates Located in the Front Setback**

- a. The required setbacks, height dimensions, and spacing for fences, walls, and gates shall be as indicated in Table 3-2 (Fences, Walls, and Gates) and Figure 3-9 (Fences, Walls, and Gates).

**Table 3-2
Fences, Walls, and Gates – Front Setback**

Front Setbacks	Regulations within Each Residential Zone					
	Zones					
	R-M	R-0	R-1	R-2	R-3	R-3-R
Setbacks						
Decorative fences, columns, and caps	3 ft minimum from property line					Fences, walls, and/or vehicular gates prohibited within front and street side setbacks. ⁽¹⁾
Vehicular entry gates and pilasters	4 ft minimum from the property line					
Height						
Decorative fences, columns, and caps:	4 ft maximum	4 ft maximum (N of Hugo Reid Drive) 3 ft maximum (S of Hugo Reid Drive)	3 ft maximum	4 ft maximum ⁽²⁾	4 ft maximum ⁽²⁾	3 ft maximum ⁽³⁾
Pedestrian entry gates, vehicular entry gates, and pilasters:	4 ft maximum	5 ft max (N of Hugo Reid Drive) 4 ft maximum (S of Hugo Reid Drive)	4 ft maximum	4 ft maximum ⁽²⁾	4 ft maximum ⁽²⁾	3 ft maximum ⁽³⁾
Decorative lights, limited to entry points at pedestrian and vehicular entry gates	18 inches above the maximum fence/column height					--
Decorative outdoor post mounted light fixture	8 ft maximum					--
Dimensions and Spacing						
Distance between decorative columns for a pedestrian entry gate.	4 ft minimum 8 ft maximum					---
Horizontal intervals of columns and posts	8 ft minimum					--
Dimension of columns and posts	24 inches maximum					---
Dimensions of caps	30 inches by 30 inches maximum					---
Garden arbor or pergola over a pedestrian walkway (allowed within the front setback area)	8 ft height maximum			--	--	--

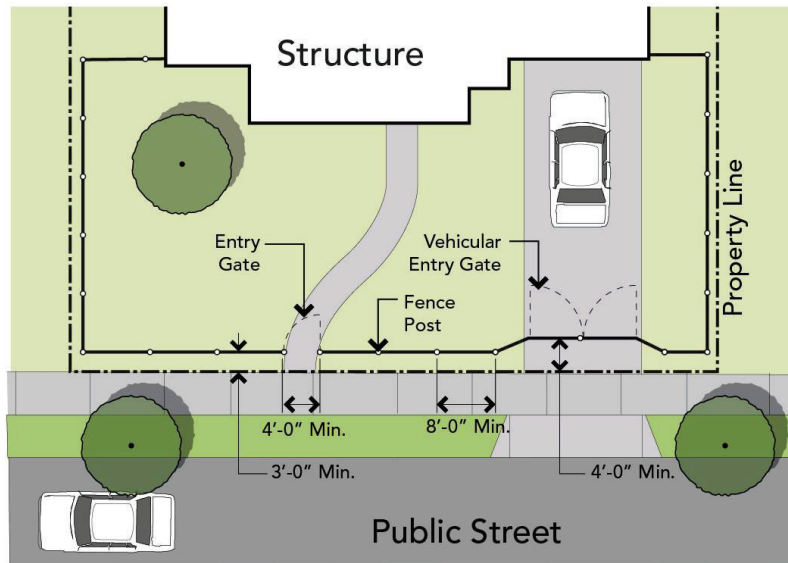
Notes:

**Table 3-2
Fences, Walls, and Gates – Front Setback**

Front Setbacks	Regulations within Each Residential Zone					
	Zones					
Requirement	R-M	R-0	R-1	R-2	R-3	R-3-R

- (1) Except for guard rails and hand rails required for safety protection, or for reasonable accommodation (ADA) purposes, up to the minimum height required by the Building Code.
- (2) Applicable to properties with multifamily dwelling units that face the street-side of a lot.
- (3) Temporary construction fencing that is of chain link or wire type may be allowed within the front street and side setback areas, provided it does not exceed six feet in height.
- (4) For fences, walls, and gates in side and rear setback areas, see Subsection 9103.05.030C.5 (Fences, Walls, and Gates—Side and Rear Setback Areas)

**Figure 3-9
Fences, Walls, and Gates**

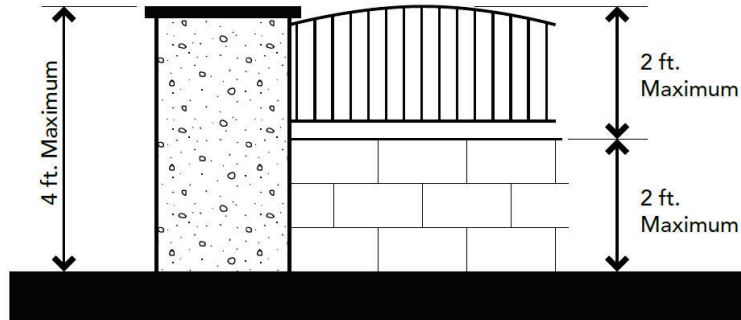


2. Special Regulations for Fences, Walls, and Gates Located in the Front Setback—Residential Zones

a. R-M and R-0 Zones

- (1) A solid wall adjacent to the interior side property line may be allowed in the front setback area, provided that it does not exceed four feet in height.
- (2) Only one pedestrian gate with decorative columns shall be allowed within the front setback area.
- (3) All fences shall be of open work design (a minimum of four inches between vertical and horizontal members.) A two-foot high solid wall may be combined within the allowed height of the decorative fence. Refer to Figure 3-10 (Fence in R-M and R-0 Zones).

**Figure 3-10
Fence in R-M and R-0 Zones**



b. R-1 Zone

- (1) All fences shall be of open work design (a minimum of four inches between vertical and horizontal members.) A solid decorative masonry base for fences may be allowed in the front setback area, provided that it does not exceed eight inches in height. Refer to Figure 3-11 (Fence in R-1 Zone).

**Figure 3-11
Fence in R-1 Zone**



- (2) A solid wall adjacent to the interior side property line may be allowed in the front setback area, provided that it does not exceed three feet in height.
- (3) Only one pedestrian gate with decorative columns shall be allowed within the front setback area.

3. Fences, Walls, and Gates—Corner Lots

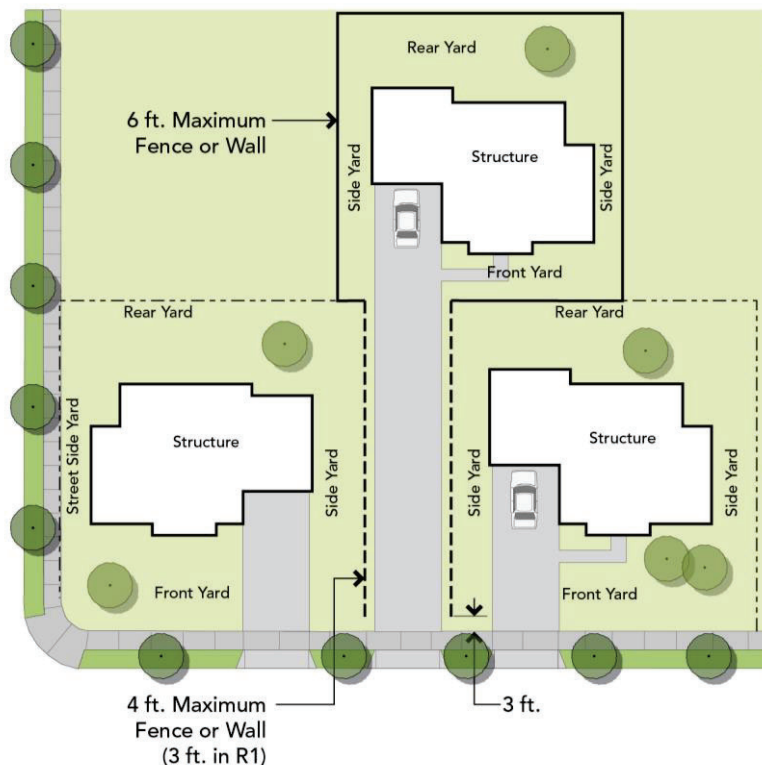
- a. All fences, walls, or gates, including height, design, and location within the street side setback or special setback area, shall be subject to Site Plan and Design Review pursuant to requirements Section 9107.19 (Site Plan and Design Review) in the R-2 and R-3 zones.
- b. On corner lots, fences, walls, and gates within the required street side setback or special setback are allowed up to six feet in height, measured at the street side property line, except as restricted by Subsection 9103.01.070 (Vehicular Visibility Standards)
- c. Fences, walls, and gates shall be setback a minimum of 18 inches from the street side property line.
- d. The area between the street side property line and the fence, wall, or gate shall have an appropriate irrigation system and decorative landscaping (shrubs, ground cover, flowers, plants, etc.). However, when there is a full

landscaped parkway with no sidewalk, a fence, wall, and gate, excluding entry gate(s), may be placed to the street side property line in R-M, R-0, and R-1 Zones.

4. Fences, Walls, and Gates—Flag Lots

- a. Fences, walls, and gates on flag lots shall not be allowed in R-2, R-3-R, and R-3 zones.
- b. In areas zoned R-M and R-0, a fence or wall may be allowed in the front setback and driveway area, provided that it does not exceed four feet in height. In the R-1 zone, the height shall not exceed three feet.
- c. Where a fence or wall is located within the front setback of a flag lot and the front property line of that flag lot abuts the rear property line of an adjacent lot, it may be allowed up to six feet in height. See Figure 3-12 (Fences and Walls on Flag Lots).

Figure 3-12
Fences and Walls on Flag Lots

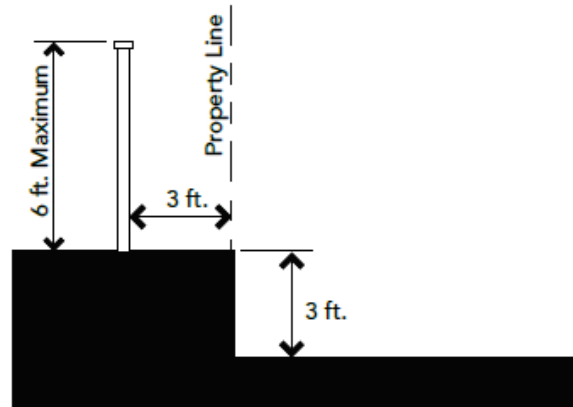


5. Fences, Walls, and Gates—Side and Rear Setback Areas

- a. Fences, walls, and gates located within a required side and/or rear setback area(s) are allowed up to six feet in height, provided that no portion of any such fence, wall, or gate extends into the required front setback area.
- b. Where there is a difference in grade between properties, a wall or fence is allowed up to six feet in height adjacent to the rear and side property lines if the wall or fence maintains a minimum setback that is equal to the difference in grade between the properties. Where there is no difference in grade between properties, a wall shall comply with the height limitations unless it complies with the setbacks required for an accessory building. Refer to Figure 3-13 (Fences Walls and Gates with a Grade Difference). However, if the grade has been altered due to previous grading, the finished grade shall be subject to review and approval by the Director.

- c. Fences and walls are allowed adjacent to the property line in the side and rear setback areas.

**Figure 3-13
Fences Walls and Gates with a Grade Difference**



6. Walls for Tennis Courts

- a. A six-foot high solid masonry wall shall be installed on the property lines between the tennis court and adjacent properties. In the R-M, R-0 and R-1 zones, where the entire side of a tennis court is a minimum distance of 25 feet from a property line, a six-foot high solid masonry wall shall not be required along the property line.

D. Commercial Zones

- 1. Fences, walls, and gates shall not be allowed ~~to exceed three (3) feet~~ **exceed three (3) feet** along the front property line ~~and must be of an open design. ; except to enclose a ground floor landscaped court setback or an outdoor dining area.~~ **and must be of an open design.** Any gate placed across ~~the~~ **a** court setback opening ~~or a fence around an~~ outdoor dining area shall have a minimum of 50 percent transparency.
- 2. Fences and walls located at rear and interior side setback areas are limited to six feet in height.

9103.05.040 Prohibited Fencing Materials in All Zones

- A. No spears (apache, aristocrat with crushed spears, or any spear-like features) shall be allowed on a fence, wall, or gate.
- B. Chain link, corrugated fiberglass, bamboo fencing, and wire type fencing shall not be allowed, except chain link fencing is allowed as a fencing material enclosing sports courts and temporary construction fencing.

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Section 9103.07 – Off-Street Parking and Loading

Subsections:

- 9103.07.010 Purpose and Intent
- 9103.07.020 Applicability
- 9103.07.030 Permit Requirements
- 9103.07.040 Exemptions
- 9103.07.050 Off-Street Parking for Residential Uses
- 9103.07.060 Off-Street Parking for Non-Residential Uses
- 9103.07.070 Mixed-Use (Nonresidential and Residential Combined) Parking Standards
- 9103.07.080 Parking Area Design Standards Applicable to All Zones
- 9103.07.090 Shared/Joint Use, Off-site Parking, and In-Lieu Parking
- 9103.07.100 Valet Parking
- 9103.07.110 Parking Structures
- 9103.07.120 Prohibition on Commercial Vehicle Parking in Residential Zones
- 9103.07.130 Landscape Standards for Parking Lots
- 9103.07.140 Parking for Electric and Alternative Fuel Vehicles
- 9103.07.150 Bicycle Parking Requirements
- 9103.07.160 Off-Street Loading

9103.07.010 Purpose and Intent

This Section establishes regulations to:

- A. Regulate off-street parking and loading to minimize traffic congestion and hazards to motorists, bicyclists, and pedestrians;
- B. Provide off-street parking in proportion to the needs generated by different land uses;
- C. Ensure access to projects by emergency response vehicles; and
- D. Ensure that parking areas are designed to operate efficiently and effectively and in a manner compatible with on-site and surrounding land uses.

9103.07.020 Applicability

- A. All terms defined in Division 9 (Definitions), except as provided, shall apply to this Section. The minimum off-street parking spaces established in this Section shall be provided for new construction or intensification of use, and for the enlargement or increased capacity and use of land.
- B. All required parking spaces shall be maintained in connection with the building or structure and use of land. The regulations within this Section apply:
 - 1. At the time of the erection of any building and/or structure; or
 - 2. Before the time any building or structure is enlarged or increased in capacity by adding dwelling units, guest rooms, floor area or seats; or
 - 3. At a time that a usage requiring a higher number of parking spaces than the existing or previous use is applied.
- C. Nothing in this Section shall be deemed to limit the power of the Director, Commission, or Council, acting either on its own or on appeal, to require parking of increased numbers or alternative types and arrangements as part of the conditions of approval to a discretionary permit or to mitigate environmental impacts.

9103.07.030 Permit Requirements

- A. **New Parking Lots.** New parking lot design shall be reviewed as part of the building permit process and any other land use or development permit process required for a project. A site plan of the premises shall be required for all new parking. The site plan shall be submitted to the Director in conjunction with the required permit(s) and shall include sufficient detail to determine compliance with the provisions of this Section. The site plan shall be approved, modified, and/or denied through the normal process of approving, modifying, and/or denying the permit causing the submission of the site plan or other discretionary permit.
- B. **Modification of Existing Parking Lots.** Except otherwise stated in this Section, modification or improvement to an existing parking lot which impacts the parking space layout, configuration, and/or number of stalls shall require the review and approval by the Director of a Site Plan and Design Review pursuant to the requirements of Section 9107.19 (Site Plan and Design Review).

9103.07.040 Exemptions

- A. **Modification of Existing Lots.** The following parking lot improvements shall be considered minor in nature, as long as the number and/or configuration of parking stalls are not altered. These improvements shall be exempt from permit requirements, except for permits that may be required by the Building Official.
 - 1. Repair of any defects in the surface of the parking area, including holes and cracks.
 - 2. Resurfacing, slurry coating, and restriping of a parking area with identical delineation of parking spaces.
 - 3. Repair or replacement of damaged planters and curbs in the same location.
 - 4. Installation of parking stalls reserved as accessible parking stalls in compliance with the Americans with Disabilities Act (ADA), and any required ADA passenger loading areas.

9103.07.050 Off-Street Parking for Residential Uses

Amended by Ord. No. 2347

Amended by Ord. No. 2375

Amended by Ord. No. 2400

- A. **Number Required.** Unless off-street parking reductions are allowed in compliance with provisions identified, off-street parking spaces shall be provided in compliance with Table 3-3 (Off-Street Parking Requirements: Residential Uses). These standards shall be considered the minimum required to preserve the public health, safety, and welfare of the community. An increase or decrease in the parking requirements may be determined by the Review Authority in particular circumstances where these requirements are inadequate for a specific project. These cases shall be determined through a parking study as outlined in this Division.
- B. **Off-Street Parking Requirement Calculations.** Table 3-3 (Off-Street Parking Requirements: Residential Uses) establishes the off-street parking requirements for number of spaces. Except as otherwise specifically stated, the following rules apply:
 - 1. "Square feet" or "sf" shall mean "square feet of floor area" and refer to floor area as defined in Division 9 (Definitions), unless otherwise specified.
 - 2. Any fractional parking space greater than or equal to one-half shall be rounded to the next whole number. If the fraction is less than 0.49 of a space, the total number of spaces shall be rounded down to the nearest whole number.
- C. **Off-Street Residential Parking Requirements for Residential Uses**
 - 1. **Uses Not Listed.** The number of parking spaces required for land uses not specifically listed shall be determined by the Director based on common functional, product, or compatibility characteristics and activities. The determination is considered a formal interpretation of the Development Code and shall be decided and recorded accordingly. The interpretations shall have the same force of law as the provisions of this Section. Any inclusion of land uses in this

Section shall be defined and included in Division 9 (Definitions), and shall be included in the land uses in Division 2 (Zones, Allowable Uses, and Development Standards).

Table 3-3 Off-Street Parking Requirements: Residential Uses	
Land Use	Minimum Parking Spaces Required
Single-Family Dwellings (Attached and Detached) and Two-Family Dwellings	<ul style="list-style-type: none"> • 2 spaces per dwelling unit in a garage for units less than 5,000 square feet or less in size with up to 4 bedrooms • 3 spaces per dwelling unit in a garage for units greater than 5,000+ square feet or more in size and/or with 5 or more bedrooms ⁽¹⁾
Accessory Dwelling Unit	Refer to Section 9102.01.080
Multifamily Dwellings	<p>For the R-2, R-3 and R-3-R Zones:</p> <ul style="list-style-type: none"> • 2 covered spaces per unit, plus guest parking as follows: • 1 guest parking space for every 2 units <p>For the Residential Flex Overlay Zone:</p> <ul style="list-style-type: none"> • 1 space per studio unit • 1.5 spaces per unit
Mixed Use Units	<ul style="list-style-type: none"> • 1 space per studio unit • 1.5 spaces per unit • 1 guest space for every 3 units
Live/Work Units	1 space per unit and 1 space per 1,000 square feet of nonresidential floor area
Senior Housing (when restricted to age 62 and older)	<p>For senior affordable apartment housing: 1 space per unit, and 1 guest space for every 4 units for assisted living facilities: 1.5 spaces per unit</p> <p>For senior market rate housing: 2 spaces per unit</p>

Notes:

- (1) A tandem parking space may be allowed to satisfy the third required, or any non-required, parking space, subject to Design Review approval.
- (2) Parking standards shall not be imposed on an accessory dwelling unit in any of the following circumstances:
 - a. The accessory dwelling unit is located within one-half mile of public transit
 - b. The accessory dwelling unit is located within an architecturally and historically significant historic district
 - c. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure
 - d. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit
 - e. When there is a car sharing vehicle located within one block of the accessory dwelling unit

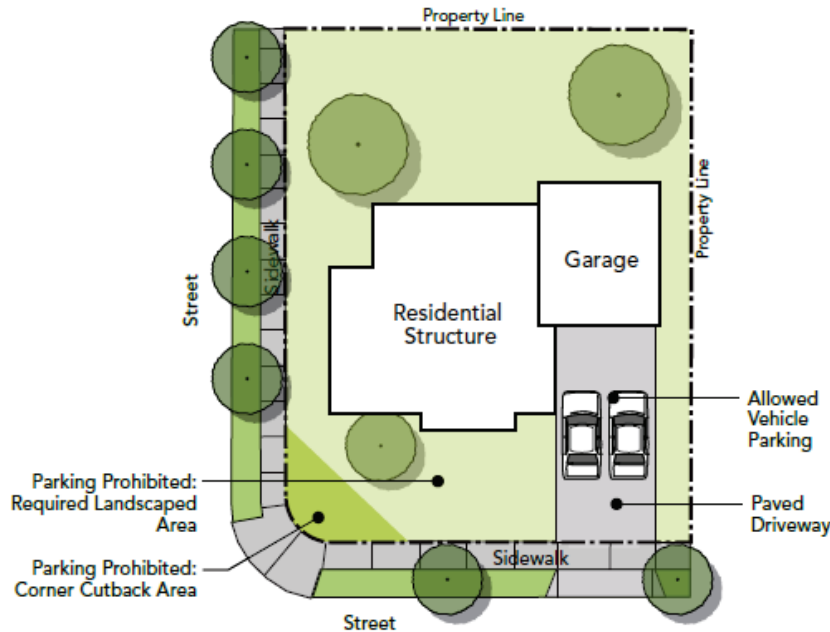
2. **Residential Use: When Required Covered or Garage Parking Cannot Be Provided.** Apart from the requirements for parking in a garage contained in Table 3-3 (Off-Street Parking Requirements: Residential Uses) for residential uses, wherever required covered or garage parking cannot be provided due to physical limitations on a property, an alternative parking arrangement for the remaining required parking can be arranged by the approval of an Administrative Modification subject to the requirements of Section 9107.05 (Administrative Modifications).

D. Parking Location

1. Parking spaces shall be designed, constructed, and maintained in a manner that does not preclude direct and free access to stairways, walkways, elevators, any pedestrian way, and fire safety equipment.
2. Vehicle parking (and access thereto) shall be provided on a permanently paved surface.

3. When required off-street parking spaces are provided on a separate lot from the building or land use, Subsection 9103.07.090 (Shared/Joint Use and Off-site Parking) shall apply.

Figure 3-14
Single-Family Parking Location Requirements



E. Residential Parking Location—Specific Requirements

1. R-M Zone

- a. A garage or carport opening directly upon a side street shall be located not less than 20 feet from the street side lot line.

2. R-0 and R-1 Zones

- a. Required parking spaces shall be provided on the same site as the main building in an enclosed garage. Each parking space provided beyond the minimum required shall also be within an enclosed garage.
- b. Each required parking space shall be in a garage located behind the required front setback and shall be served by a driveway no less than nine feet in width, except as a specified in Section 9103.07.050.D.
- c. Only one driveway shall lead to an enclosed garage, unless it is a circular driveway.
- d. Below grade or subterranean parking spaces shall not be allowed unless an Administrative Modification is granted pursuant to Section 9107.05 (Administrative Modifications). Not more than one story below grade shall be allowed.
- e. On lots less than 100 feet in width, no more than a two-car garage shall be allowed facing the front and/or street-side areas. On lots 100 feet or greater in width, no more than a three-car garage shall be allowed facing the front and/or street-side areas.
- f. An enclosed two-car garage shall have a minimum opening of 16 linear feet, and an enclosed three-car garage shall have a minimum opening of 24 linear feet.

3. **R-2, R-3, and R-3-R**

- a. For enclosed garages, the minimum garage opening is 16 linear feet.

F. **Standard Residential Parking Stall Dimensions.** Required parking stalls, including guest parking spaces, within all residential zones shall meet the dimension requirements set forth in Table 3-4 (Parking Space Dimensions-Residential Zones). Dimensions shall be measured from interior building wall.

Table 3-4 Parking Space Dimensions-Residential Zones			
Zone	Size of Parking Stall (minimum)		Length
	Width (General)	When Adjacent to Wall or Structure	
R-M, R-O, and R-1	10 ft	11 ft, 6 in	20 ft
R-2, R-3, and R-3-R	10 ft	11 ft, 6 in	20 ft

G. **Residential Driveways**

1. **Paving.** All parking areas and driveways shall be paved with cement concrete. Other paving materials, including brick may be substituted with review and approval by the Director of a Site Plan and Design Review pursuant to the requirements of Section 9107.19 (Site Plan and Design Review).
2. **Width.** The maximum width of driveways within residential zones shall be 20 feet for single-family zones and 25 feet for multifamily zones. The maximum width for all single-family and multi-family residential common driveways shall not exceed 30 feet.
3. **Does Not Fulfill Parking Requirement.** No portion of any required driveway shall be used to fulfill any parking space requirements, except as specified in Section 9103.07.050.D
4. **R-M, R-0 and R-1 Zones**
 - a. Only one driveway shall be allowed for each residential lot. The number may be increased to two for an approved circular driveway pursuant to Section 9103.07.050.H (Circular Driveways for Residential Zones).
 - b. A driveway shall not be less than nine feet in width.
 - c. Pedestrian walkways and driveways shall occupy no more than 40 percent of the required front setback or street side setback.
 - d. Driveways shall have at least 10 feet of unobstructed vertical clearance.
 - e. Driveway slope shall not exceed 10 percent.
5. **R-2, R-3 and R-3-R Zones**
 - a. Each driveway to a parking space shall be at least 10 feet wide.
 - b. Every driveway serving as access to more than 12 required parking spaces or which is more than 125 feet long shall have a minimum width of 18 feet. Two 10-foot wide driveways may be provided in lieu of one 18-foot driveway.
 - c. Each driveway adjacent to a garage or parking space shall have a minimum width of 25 feet.

- d. "Guest Parking Only" signs with letters not less than two inches in height shall be properly located to designate guest parking spaces.
- e. Common/shared driveways shall be allowed, provided the owners of the lots show proof of a recorded easement or other legal instruments authorizing the use of a shared driveway arrangement and further provided that a covenant, in recordable form by its terms to be for the benefit of, enforceable by, and to be released only by the City, is executed by the owners of all property affected. The covenant shall state that the common/shared driveway shall be usable by the tenants and owners of the properties proposed to be served by the driveway. Recordation of this instrument shall be completed before the issuance of a Building Permit.
- f. Eaves and bay windows which are at least 10 feet above the pavement may overhang any driveway by a distance of not more than three feet.

H. **Circular Driveways for Residential Zones**

- 1. Lots with street frontage of 100 feet or greater are eligible for circular driveways.
- 2. On lots with more than one street frontage, a circular driveway shall be located on the street frontage that is 100 feet or greater; provided, however, that not more than one circular driveway shall be allowed for any one lot.
- 3. The circular driveway shall not be less than nine feet in width and shall not have a width greater than 15 feet.
- 4. The inside edge of the circular driveway shall be located a minimum distance of 25 feet from the property line at the street right-of-way.

I. **Tandem Parking Spaces.** Tandem parking spaces may be allowed in residential and mixed-use zones in compliance with the following requirements, and subject to Site Plan and Design Review pursuant to Section 9107.19 (Site Plan and Design Review).

- 1. For multifamily development projects, tandem spaces shall not constitute more than 20 percent of all required spaces and shall not be permitted to meet guest parking requirements.
- 2. For single-family units, tandem parking may be provided within a garage, provided that such garage has an interior space measuring at least 20 feet by 20 feet adjacent to the garage door and at least one required parking space shall be in a regular (non-tandem) format.
- 3. The size of the tandem parking space shall be 10 feet by 19 feet and shall allow adequate maneuvering room for both vehicles and pedestrians around the tandem spaces.

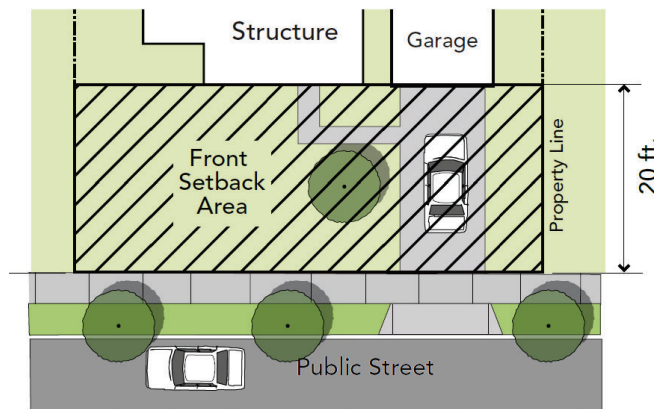
**9103.09.040 Landscape Requirements
Amended by Ord. No. 2375**

- A. **Applicability.** The standards in this Section shall apply to residential and non-residential uses.
- B. **Landscape Requirement for Residential Zones.** All areas of a site not devoted to structures, driveways, or walkways shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.

1. R-M, R-0 and R-1 Zones

- a. The front and street-side areas shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.
- b. Hardscape materials of driveways and pedestrian walkways, including pavement, concrete, interlock pavers, and the use of artificial turf, shall not cover more than 40 percent of the required front setback or street side yard. See Figure 3-17 (Front Setback Yard Area-60% Landscaping Required).

**Figure 3-17
Front Setback Yard Area – 60% Landscaping Required**



- 2. **R-M Zone.** All cut or fill slopes exceeding six feet six inches in vertical height between two or more contiguous lots shall be planted with adequate plant material to protect the slope against erosion. The planting shall cover the bank within two years from the time of planting. The permittee, owner, or developer shall water the planted slopes at sufficient time intervals to promote growth.
- 3. **R-2 and R-3, and R-3-R Zones.**
 - a. The front/street side yard areas shall be landscaped with lawn, trees, shrubs, or other plant materials, and shall be permanently maintained in a neat and orderly manner.
 - b. Hardscape materials of driveways and pedestrian walkways, including pavement, concrete, interlock pavers, and the use of artificial turf, shall not cover more than 40 percent of the required front setback or street side yard. See Figure 3-17 (Front Setback Yard Area-60% Landscaping Required).

C. Landscape Requirement for Commercial, Mixed Use, and Industrial Zones

- 1. **Required Areas.** All setbacks, parkways, open areas, plazas, paseos, and non-work areas that are visible from a public street/alley or from a parking lot available to the general public shall be landscaped.

2. **Landscape Coverage Requirement.** Shrubs, groundcover, and other plant material shall cover all areas not occupied by structures, parking areas, storage, trash enclosures, driveways, and sidewalks at the time of issuance of a Certificate of Occupancy. Embellished pavement, fountains, and similar hardscape materials may, in part, be substituted for the required landscaping through the Site Plan and Design Review process.
3. **Parkway-adjacent Planting and Maintenance.** All landscaped parkway areas located between the sidewalk and the edge of development shall meet the following requirements:
 - a. The ground surface shall contain low shrubbery, mulch, or ground cover to provide coverage within two years.
 - b. If a wall or fence separates the development from the street, planting vines or espalier shrubs shall be incorporated into the planting design.
4. **Required Landscaping for Loading Areas.** Loading areas shall incorporate landscaping to provide screening if visible from the public right-of-way, adjacent uses, and pedestrians.
5. **Special Requirements for Drive-through Businesses**
 - a. Five-foot-wide raised planters shall be located along the street side property line, except for curb cut openings.
 - b. Three-foot-wide raised planters shall be located along the walls of the interior property lines to a distance equal to the front building line. For this purpose, canopies and other such structural appurtenances shall not be considered the front building line.
 - c. A minimum of 150 square feet of raised planting area shall be located at the intersection of two property lines at a street corner.
 - d. A minimum of 30 square feet of raised planting area shall be located along the building facades fronting on the street.
 - e. All planting areas shall be separated from adjacent asphaltic concrete paving by six-inch minimum curb walls.

D. Artificial Turf

1. **Locations Permitted**
 - a. **Back Yards and Interior Side Setback Yard Areas.** Artificial turf is permitted in any zone within any back yard and/or interior side setback yard areas.
 - b. **Front and Street-Side Yards.** In any zone, a maximum of 15 percent of the yard area within the front or street side yards may be installed with artificial turf. Artificial turf shall not be installed within 10 feet of a sidewalk or within 20 feet from the curb if there is no sidewalk.
 - c. **Not Permitted in Parkways.** Artificial turf is not permitted within any parkway areas.
2. **Minimum Standards.** To be used in the front or street-side yard, artificial turf must meet minimum standards for materials, installation, and maintenance.
 - a. **Materials and Style.** Artificial turf must have a minimum eight-year no-fade warranty as issued by the manufacturer; be cut-pile infill and made from lead-free polypropylene, polyethylene or a blend of such fibers on a permeable backing; and, have a minimum blade length (pile height) of 1.5 inches, or as determined by the Director as manufacturing processes are updated. Nylon-based or plastic grass blades are not permitted. The use of indoor/outdoor carpeting, and artificial shrubs, flowers, trees and vines instead of natural plantings is prohibited. Infill medium must consist of ground rubber; rubber coated

sand or other approved mixtures and must be brushed into the fibers of the artificial turf. The style of the fiber, color, and texture shall resemble fescue, rye, and other common natural grass blades.

- b. **Installation.** Artificial turf must be installed per all manufacturer's requirements and must include removal of all existing plant material and top three inches of soil in the installation area; placement of filter fabric or synthetic porous material over compacted and porous crushed rock or other comparable material below the turf surface to provide adequate drainage; and, the area must be sloped and graded to prevent excessive pooling, runoff, or flooding onto adjacent property. Artificial turf areas must be sufficiently drained to live planting areas to provide complete infiltration of runoff. Artificial turf must be separated from live planting areas by a barrier such as a mow strip or bender board to prevent mixing of natural plant materials and artificial turf. Artificial turf must be permanently anchored with nails and glue, and all seams must be nailed, or sewn, and glued, with the grain pointing in a single direction.

- c. **Maintenance.** Artificial turf must be maintained in a green, fadeless condition; free of weeds, stains, debris, tears, holes, depressions, ruts, odors, and looseness at edges and seams. Damaged or worn areas in the artificial turf surface must be repaired or removed and replaced in a manner that results in consistent appearance with the existing artificial turf. The artificial turf surface must be replaced once it is unable to be maintained as required. Vehicle parking on artificial turf is prohibited.

EXHIBIT "C"

Development Code, Division 6

9106.01.010 Modifications or Extensions of Legal Nonconforming Use or Structure

- A. A legal nonconforming use shall not be modified in any manner that expands, extends, or enlarges the use beyond its existing scope/area, or other portion(s) of a structure, upon the date the nonconformity was created, except as specified below.
1. The changes are, in and of themselves, in conformance with the provisions of this Development Code.
 2. The changes are limited to minor alterations, improvements, or repairs that do not increase the degree of nonconformity present and do not constitute or tend to produce an expansion or intensification of a nonconforming use.
 3. The changes are required by other laws.
 4. The changes are determined, by the Director, to be small additions to legal-nonconforming single-family residential properties (including multifamily dwelling units on a single-family lot) and are subject to the approval of a Modification granted in compliance with Division 7 (Permit Processing Procedures).
 5. The changes are incidental to the public acquisition of a portion of a site, no greater degree of nonconformity will be created other than that caused as a result of the public acquisition, and the changed development will conform to current regulations to the maximum extent feasible.
- B. If the nonconforming use is discontinued, any future use of the structure(s) shall be in compliance with the provisions of this Development Code; provided, however, that all nonconforming uses of a conforming structure shall be discontinued as provided in this Division.
- C. No change made to any development or use shall be construed as automatically allowing an extension of any time limit for the termination of a nonconformity.
- D. Allowable changes to nonconforming uses within a commercial or industrial development. A nonconforming use located within a commercial or industrial development may be replaced by another similar nonconforming use only after the Director first finds all of the following:
1. The nonconforming use is similar to or less intensive than the use originally allowed in the development;
 2. The nonconforming use generally adheres to the intent of the General Plan and any applicable specific plan;
 3. The nonconforming use will not adversely affect or be materially detrimental to adjoining properties; and
 4. The use of the entire development has not been ceased or discontinued for a period of ~~180~~ 90 consecutive days or more.

9106.01.020 Discontinuance of Legal Nonconforming Uses

- A. **Effect of Discontinuance.** If any legal nonconforming use ceases to operate or is discontinued for a period of ~~180~~ 90 consecutive days or more, subsequent use of the land shall be in compliance with the applicable provisions of this Development Code. Maintenance/retention of a valid City issued Business License shall of itself not be considered a continuation of the use.
- B. **Cessation or Discontinuance Defined.** A nonconforming use shall be considered ceased or discontinued when any of the following apply:
1. Cessation or discontinuance of a nonconforming use shall be deemed by the Director as an abandonment of the use, irrespective of the owner's or occupant's intent;
 2. Discontinuance shall include cessation of a use regardless of intent to resume the use;

3. The intent of the owner to cease or discontinue utilization of the nonconforming use is apparent, as determined by the Director;
 4. Where characteristic furnishings and equipment associated with the nonconforming use have been removed and not replaced with equivalent furnishings and equipment during this time, and where normal occupancy and/or use has been ceased or discontinued for a period of ~~180~~ 90 consecutive days or more; or
 5. Where there are no business receipts or utility payments for the ~~180~~ 90-day period.
- C. Discontinuance of Use.** If the conforming use is discontinued, the nonconforming structure shall either be removed or made to comply with the regulations governing the zone in which the structure is located.

9106.01.030 Discontinuance of Legal Nonconforming Structures

- A. If Abandoned or Discontinued.** If any legal nonconforming structure, except for residential structures located in single-family residential zones, is abandoned or the use thereof discontinued for a period of 180 ~~90~~ consecutive days or more, subsequent structural and site development shall be in full compliance with all applicable provisions of this Development Code. Maintenance of a valid City issued Business License shall of itself not be considered a continuation of the structure.
- B. Cessation or Discontinuance Defined.** Use of a nonconforming structure shall be considered ceased or discontinued when any of the following apply:
1. Cessation or discontinued use of a nonconforming structure shall be deemed as an abandonment of the structure, irrespective of the owner's or occupant's intent;
 2. Discontinuance shall include cessation of the use of a structure regardless of intent to resume the use;
 3. The intent of the owner to cease or discontinue use of the nonconforming structure is apparent, as determined by the Director;
 4. Where characteristic furnishings and equipment associated with the use of the structure have been removed and not replaced with equivalent furnishings and equipment during this time, and where normal occupancy and/or use has been ceased or discontinued for a period of 180 ~~90~~ consecutive days or more; or
 5. Where there are no business receipts or utility payments available for the 180~~90~~-day period.
- C. Properties on the Market - Exempt.** Any property which is listed on the real estate market shall not be ~~not~~ considered abandoned or discontinued, but only if in compliance with all of the following provisions:
1. On the market for up to 180 days; and
 2. The property shall be continually maintained in a proper condition subject to the approval of the Director.

EXHIBIT "D"

Development Code, Division 7

9107.01.010 Allowed Modifications, Review Authority, and Noticing Requirements

Amended by Ord. No. 2347

Amended by Ord. No. 2369 & 2370

Amended by Ord. No. 2375

- A. Table 7-2.** In order to secure an appropriate improvement of a parcel, prevent an unreasonable hardship, and/or to promote uniformity of development, the applicable Review Authority shall have the authority to approve, conditionally approve, or deny Administrative Modifications for those matters specified in Table 7-2 (Allowed Modifications, Review Authority, and Noticing Requirements), below. Table 7-2 also identifies the applicable Review Authority responsible for reviewing and making decisions on each type of Administrative Modification application allowed by this Section, as well as the type of notice or hearing, if any, required by this Section.

Table 7-2			
Allowed Modifications, Review Authority, and Noticing Requirements			
Type of Administrative Modification Allowed	Minor Director's Review	Major Director's Review	Commission's Review
	No Notice or Hearing Required	Notice, but No Hearing Required	Notice and Hearing Required
Accessory dwelling units—objective design standards		X	
Accessory dwelling units—unit sizes that exceeds the FAR			X
Accessory dwelling units—Setbacks		X	
Conversions of existing attic areas within main dwellings in the R-M, R-0, and R-1 zones; provided the requests do not result in an additional structure story or any exterior alterations within required setback areas		X	
Distance between structures	X		
Driveway and parking stall size requirements (Residential zones)	X		
Driveway and parking stall size requirements (Commercial, Industrial, and Downtown zones)		X	
Fence, wall, and hedge regulations, except along the street side of a corner parcel	X		
Fence and landscaped buffer regulations (Subsection 9106.09.020 B.)		X	
Front lot line determination	X		
Front yard setback for additions to existing structures		X	
Height of noncommercial structures - Solar panels only	X		
Height of noncommercial structures			X
Interior side setbacks in the R-M, R-0, and R-1 zones for detached accessory structures		X	
Interior side setbacks in the R-M, R-0, and R-1 zones for single-story additions to an existing dwelling where the portion of the addition(s) which does not comply with the setback requirements consists of a total of 30 linear feet or less and maintain(s) the same or greater setback than the existing structure walls; and further provided, a minimum interior side setback of three feet in the R-1 and five feet in the R-M and R-0 zones is maintained	X		
Interior side setbacks in the R-M, R-0, and R-1 zones for single-story additions to an existing dwelling where the portion of the addition(s) which does not comply with the setback requirements consists of a total of more than 30 linear feet and maintain(s) the same or greater setback than the existing structure walls; and		X	

Table 7-2
Allowed Modifications, Review Authority, and Noticing Requirements

Type of Administrative Modification Allowed	<i>Minor Director's Review</i>	<i>Major Director's Review</i>	<i>Commission's Review</i>
	<i>No Notice or Hearing Required</i>	<i>Notice, but No Hearing Required</i>	<i>Notice and Hearing Required</i>
further provided, a minimum interior side setback of three feet in the R-1 and five feet in the R-M and R-0 zones is maintained			
Interior side setbacks		X	
Landscaping and Hardscaping Standards		X	
Loading Requirements	X		
Lot Size (area, depth, and width)			X
Minimum Density		X	

**Table 7-2
Allowed Modifications, Review Authority, and Noticing Requirements**

Type of Administrative Modification Allowed ¹	Minor Director's Review	Major Director's Review	Commission's Review
	No Notice or Hearing Required	Notice, but No Hearing Required	Notice and Hearing Required
Ornamental Features (height or number of features)		X	
Open Space Standards		X	
Nonconforming residential structures – alterations or expansions (Subsection 9106.05.020)		X	
Nonconforming residential uses – alterations or expansions (Subsection 9106.03.010)		X	
Nonconforming single-family residential properties (small additions) (Subsection 9106.03.030.A.4)		X	
Parking Plan			X
Perimeter Parking Lot Landscaping	X		
Reduce the number of required parking spaces in a commercial, mixed-use, or industrial zoned properties	X (1-3 Spaces)	X (4-6 Spaces)	X (7 spaces or greater)
Rear setbacks – first floor additions to existing dwellings or detached accessory structures		X	
Rebuilding of single-family dwellings; provided the new portion(s) of the project comply with current Development Code requirements		X	
Setbacks for mechanical and plumbing equipment	X		
Setbacks for wireless communication facilities		X	
Sign regulations	X		
Special setbacks; provided a setback from a street shall be modified only with a written declaration of the City Engineer that the modification, if granted, will not adversely affect any foreseeable need for widening the street	X		
Street side setbacks for first floor additions to existing dwellings or for accessory structures		X	
Subdivision Design and Improvements (Section 9105.01.110)		X	
Swimming pool regulations	X		
Tennis and paddle tennis courts — Construction and operations standards		X	
Trash Enclosures in Subparagraphs 9103.01.130 C.2. relating only to the number and size of enclosures and D.2. the location of enclosures.	X		
Utility and storage space requirements	X		
When the maximum number of units allowed in the R-2 and R-3 zones has a fractional remainder of .05 or less, the Commission may allow the maximum number of units to be rounded up to the next highest whole number, but in no case greater than 30 du/acre in the R-3 zone.			X
Modifications Only to Commission			
Below-grade or subterranean parking in the R-M, R-0, and/or R-1 zones, provided the request does not result in more than one story below grade.			X
Modification to any of the setbacks for a new dwelling			X
Rebuilds			X

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND
CHAPTER 1: DEVELOPMENT CODE

Second story setback on an existing dwelling			X
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1. In cases where a specific modification is not listed but it is a standard that can be deviated under this Review Authority, the Director shall assign the modification to a category substantially similar in category, including its noticing requirements.

Section 9107.25 – Variances

Subsections:

- 9107.25.010 Purpose and Intent
- 9107.25.020 Applicability
- 9107.25.030 Review Authority
- 9107.25.040 Application Filing, Processing, and Review
- 9107.25.050 Findings and Decision
- 9107.25.060 Precedents
- 9107.25.070 Burden of Proof
- 9107.25.080 Conditions of Approval
- 9107.25.090 Use of Property before Final Action
- 9107.25.100 Post Decision Procedures

9107.25.010 Purpose and Intent

A. The Purpose of this Section is to Ensure That:

1. Variances are only approved when, because of special circumstances applicable to the property, the strict application of this Development Code denies the owner of the property privileges enjoyed by other property located nearby and in an identical zone; and
2. Conditions are applied that would ensure that the Variance shall not constitute an approval of special privilege(s) inconsistent with the limitations upon other property in the vicinity and zone in which the subject property is located.

B. Does not Extend to Land Uses

1. The power to approve Variances does not extend to land uses, **unless the requested use variance is for a well-established existing use, and granting the variance would demonstrably improve public safety or welfare.**
2. Flexibility in allowable land uses is provided in Section 9107.09 (Conditional Use Permits and Minor Use Permits).

9107.25.020 Applicability

- A. When practical difficulties, unnecessary hardships, or results inconsistent with the general purposes of this Section occur by reason of a strict interpretation of any of the provisions of this Development Code, the Commission, upon its own motion or upon the verified application of any interested person, may in specific cases initiate proceedings for the granting of a Variance from the provisions of this Development Code under conditions deemed necessary to ensure that the spirit and purposes of this Development Code will be observed, public safety and welfare secured, and substantial justice done.
- B. The Commission may approve a Variance that allows for an adjustment from any of the development standards required by this Development Code.

9107.25.030 Review Authority

The Commission shall approve or deny Variance applications, and impose conditions deemed reasonable and necessary to preserve the public convenience, health, interest, safety, or general welfare, in compliance with this Section and State law and necessary to make the findings required by Subsection 9107.25.050 (Findings and Decision) below.

9107.25.040 Application Filing, Processing, and Review

- A. **Filing.** An application for a Variance shall be filed and processed in compliance with Section 9107.03 (Application Processing Procedures). The application shall include the information and materials specified in the most up-to-date Department handout for Variance applications, together with the required fee in compliance with the Fee Schedule.
- B. **Project Review Procedures.** Following receipt of a completed application, the Director shall investigate the facts necessary for action consistent with the purpose of this Section. Initial review of the application, including time requirements and requests for information, shall be in compliance with Subsection 9107.03.060 (Initial Application Completeness Review).
- C. **Notice and Hearing Required.** A public hearing shall be required for the Commission's decision on a Variance application. The public hearing shall be scheduled once the Director has determined the application complete. Notice of the public hearing shall be given and the hearing shall be conducted in compliance with Section 9108.13 (Public Notices and Hearings).

9107.25.050 Findings and Decision

- A. **Authorized Actions.** The Commission shall, by resolution, record the decision in writing and shall recite the findings upon which the decision is based, in compliance with Government Code Section 65906 or as that section may be amended from time to time.
- B. **Required Findings.** The Commission may approve a Variance application, with or without conditions, only if it first makes all of the following findings:
 - 1. There are special exceptional or extraordinary circumstances or conditions applicable to the subject property (e.g., location, shape, size, surroundings, topography, or other physical features) that do not apply generally to other properties in the vicinity under an identical zoning classification;
 - 2. Strict compliance with Development Code requirements would deprive the subject property of privileges enjoyed by other property in the vicinity and under an identical zoning classification;
 - 3. Granting the Variance would not:
 - a. Constitute a grant of special privileges inconsistent with the limitations on other properties in the same vicinity and zone in which the subject property is situated;
 - b. Be materially detrimental to the public health or general welfare or injurious to the property or improvements in the vicinity or zone in which the property is located; or
 - c. Adversely affect the General Plan;
 - 4. The requested Variance would not allow a use or activity that is not otherwise expressly authorized by the regulations governing the subject parcel, **unless the requested use variance is for a well-established existing use, and granting the variance would demonstrably improve public safety or welfare.**

9107.25.060 Precedents

Each application shall be reviewed on an individual case-by-case basis and the approval of a prior Variance is not admissible evidence for the approval of a new Variance.

9107.25.070 Burden of Proof

The burden of proof to establish the evidence in support of the findings, required by Subsection 9107.25.050 (Findings and Decision), above, is the responsibility of the applicant.

9107.25.080 Conditions of Approval

In approving a Variance application, the Commission may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with this Section, State law, and the findings required by Subsection 9107.25.050 (Findings and Decision), above.

9107.25.090 Use of Property before Final Action

No permits or approvals shall be issued for any improvement involved in an application for a Variance until and unless the same shall have become final, in compliance with Subsection 9108.11.030 (Effective Dates of Permits).

9107.25.100 Post Decision Procedures

The procedures and requirements in Section 9108.11 (Permit Implementation, Time Limits, and Extensions), and those related to appeals, public notices and hearings, revocation, and enforcement in Division 8 (Development Code Administration) shall apply following the decision on a Variance application.

EXHIBIT "E"

Development Code, Division 9

Personal Services, Restricted. Personal services with characteristics that have the potential to adversely impact surrounding areas and which may need to be dispersed to minimize their adverse impacts. Examples of these uses include:

- day spa
- holistic services such as reiki and therapeutic touch, but excluding acupuncture and accupressure
- fortune-telling and psychic services
- laundromats (self-service laundries)
- massage establishments (massage establishments shall only be allowed-as ancillary use within a Day Spa in CBD, MU, and DMU zones and not as a standalone use).
- palm and card readers
- tanning salons
- tattoo and body piercing services

Vehicle Repair. The repair of motor vehicles in an enclosed building, including the repair or replacement of engines and transmissions, body and fender repair, and the installation of nonfactory-installed products.

Major (Major Repair/Body Work). Major repair of automobiles, motorcycles, recreational vehicles, or trucks including light-duty trucks (i.e., gross vehicle weights of less than 10,000 pounds) and heavy-duty trucks (i.e., gross vehicle weights of more than 10,000 pounds). Examples of uses include full-service motor vehicle repair garages; body and fender shops; ~~brake shops~~; machine shops, painting shops; towing services, and transmission shops. Does not include vehicle dismantling or salvage and tire retreading or recapping.

Minor (Minor Repair/Maintenance). Minor repair of automobiles, motorcycles, recreational vehicles, or light trucks, vans or similar size vehicles (i.e., vehicles that have gross vehicle weights less than 10,000 pounds) including installation of electronic equipment (e.g., alarms, audio equipment, etc.); servicing of cooling and air conditioning, electrical, fuel and exhaust systems; brake adjustments, relining and repairs; oil and air filter replacement; wheel alignment and balancing; tire sales, service, and installation shops,; shock absorber replacement; chassis lubrication; smog checks; engine tune-ups; and installation of window film, and similar accessory equipment.



STAFF REPORT

Development Services Department

DATE: April 1, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Lisa Flores, Deputy Development Services Director
By: Fiona Graham, Planning Services Manager

SUBJECT: TEXT AMENDMENT NO. TA 24-01 AMENDING VARIOUS SECTIONS OF THE ARCADIA DEVELOPMENT CODE RELATED TO ACCESSORY DWELLING UNITS, REGULATIONS TO THE RESIDENTIAL FLEX (“RF”) OVERLAY ZONE, AND OTHER TEXT CLEAN-UPS
CEQA: Exempt
Recommendation: Introduce Ordinance No. 2401 Approving Text Amendments

SUMMARY

The Development Services Department has initiated a Text Amendment to update various sections of the City’s Development Code. The Text Amendment consists of five components: an update of the of the Accessory Dwelling Unit (“ADU”) Ordinance to improve readability and bring the ordinance into compliance with State law, including changes to the objective design standards; an update to the Residential Flex Overlay to allow lot consolidation in certain circumstances; an update to the Downtown Parking Overlay to allow expansions of certain commercial buildings without requiring additional vehicle parking spaces; minor amendments that include changes to the applicability of Variances and permitting manufactured homes in specific residential zones; and other minor text cleanups throughout. This Text Amendment will bring the City’s ADU Ordinance into compliance with State law, implement the Housing Element, and streamline the Development Code.

The Planning Commission held a public hearing on this item on February 11, 2025, and originally recommended denial. However, the Commission reconsidered this decision at their meeting on February 25 and continued the hearing to March 11, 2025, ultimately voting 3-0, with Commissioner Arvizu abstaining, to recommend the City Council approve Text Amendment No. TA 24-01. It is recommended that the City Council Introduce Ordinance No. 2401 (Attachment No. 1) and determine that Text Amendment No. TA 24-01 is exempt from the California Environmental Quality Act (“CEQA”).

BACKGROUND

Periodically, the Development Services Department brings forward a suite of text amendments to the Development Code. Generally, this is undertaken in response to changes in State law or to modernize Code language. The background and purpose for each of the proposed amendments is summarized below.

Accessory Dwelling Units

Over the past decade, the State has implemented multiple changes to the Government Code regarding the development of Accessory Dwelling Units (“ADUs”). The existing ADU law includes various provisions that limit a local jurisdiction’s ability to regulate many aspects of ADUs. The City of Arcadia has consistently updated its Ordinance to reflect changes made to State ADU regulations, while retaining as much local control as possible. In 2024, the California legislature approved several new ADU bills, which went into effect on January 1, 2025. In November 2024, the Department of Housing and Community Development (“HCD”) notified the City that several aspects of the current ADU ordinance needed updating to align with the recent changes in State law. As a result, the proposed changes to the ADU Ordinance, including to the objective design standards, are being recommended.

Text Amendments Required to Implement The Housing Element

The City adopted its Housing Element update in February 2022 and, after a suite of text amendments and Zone Changes were implemented in early 2024, the Housing Element was certified by the Department of Housing and Community Development (“HCD”). Many of the implementation actions for the Housing Element update were completed as part of the February 2024 Zone Change and Text Amendment. However, the City still needs to update the Development Code to allow manufactured homes as a permitted use in most residential zones.

Additionally, as part of the February 2024 Housing Element implementation actions, the Residential Flex (“RF”) Overlay was updated and applied to General Commercial (“C-G”) Zoned property throughout the City. The RF Overlay allows for residential development in some commercial zones, where projects provide a certain amount of affordable housing and where a property is identified on the Sites Inventory List (“SI List”). Throughout the City, there are some instances where adjacent properties in the C-G Zone are under the same ownership, but only one of the parcels is on the SI List. The February 2024 update to the Residential Flex Overlay provisions did not include a process or a mechanism to allow a mutually-owned property not on the SI List, to be incorporated into a development site. These proposed changes provide for that process.

Various Other Minor Amendments and Text Cleanup

The Development Services Department regularly undertakes cleanups of the Development Code to ensure consistency, clarity, and alignment with the City's long-term planning objectives. Over time, minor errors, ambiguities, inconsistencies, and outdated language can accumulate due to prior amendments, changes in State or Federal law, and evolving best practices in urban planning. This cleanup serves to streamline the development review process, reduce confusion for applicants, and improve the enforceability of the Development Code. This includes a minor change to the provisions of the Variance application, which would allow some flexibility for well-established existing uses to undertake changes to improve public safety and welfare. The Downtown Parking Overlay ("DTP") Zone is also being updated to allow the expansion of certain properties near the City's public parking lot, without being required to provide additional parking. The remaining changes provide clarity for existing standards, remove conflicts with State law, and make other minor language clarifications.

DISCUSSION

The various proposed Text Amendments can be found in Divisions 2, 3, 6, 7, and 9 of the Development Code (refer to Exhibits "A" through "E" of Attachment No. 1).

Accessory Dwelling Unit Ordinance Update

The City has undertaken multiple ADU Ordinance updates in response to changes made to State ADU regulations over the past eight (8) years. The ADU Ordinance was most recently updated in April 2023 in response to Assembly Bill 2221 and Senate Bill 897. ADU projects have been reviewed and processed using the current ADU Ordinance since its adoption.

Most recently, the State enacted Assembly Bill 2533 and Senate Bill 1211, further changing requirements for ADUs across California. The proposed update to the City's ADU Ordinance is necessary to ensure the City remains in compliance with State law and avoids exposure to legal challenges or state-imposed remedies, including the potential invalidation of the local ADU ordinance. The changes aim to align the City's Development Code with all applicable provisions of new ADU legislation, such as multifamily ADU provisions, which allow up to eight (8) detached ADUs on existing multifamily properties, updates to ADU permit types, and formally lifting owner-occupancy rental restrictions for ADUs.

The City has also taken this opportunity to comprehensively update and restructure the ADU Ordinance to streamline regulations and enhance clarity. The substantive changes are limited to complying with the previously mentioned changes in State law. Additionally, several changes have been made to the objective design standards for ADUs. These include elimination of the requirements that the ADU's exterior materials match the

primary residence, the ADU has articulation on two facades with a minimum 8” depth, and that screening landscaping be incorporated between the ADU and a property line, with the latter being a request from the Arcadia Fire Department. These provisions have been found to be ineffectual in some instances, not achieving improved architectural outcomes as intended.

Residential Flex Overlay

The RF Overlay allows for residential development in certain commercial zones. It was expanded in February 2024 as part of the Housing Element Update to allow more areas to be eligible for residential use. Before this expansion, the RF Overlay applied only to a small area along Live Oak Avenue and Las Tunas Drive.

For a developer to use the RF Overlay, a property must be on the SI List to be eligible for residential development. The SI List, created as part of the Housing Element Update, identifies properties that provide sufficient capacity to meet the City’s housing goals, as required by the Regional Housing Needs Allocation (“RHNA”). Any commercial properties not included on the SI List cannot be developed for residential uses.

The Planning Division has become aware of several instances where adjacent properties in the RF Overlay have the same ownership, but only one parcel is on the SI List. Under the current Development Code provisions, these properties cannot be consolidated for residential development. Lot consolidation is generally a preferred outcome and, to facilitate residential development in accordance with the City’s Housing Element, a new mechanism is proposed to allow for lot consolidation and residential development in limited circumstances. This provision would be applicable only to properties that are both in the C-G Zone and the RF Overlay, which have the same ownership, and where one of the parcels is on the SI List.

Minor Changes to the Code

A variety of other minor changes, updates, and text cleanups have been included throughout the Development Code. The changes aim to improve the Development Code through removing unnecessary requirements, clarifying the applicability of standards, and otherwise improving readability or implementation of the Development Code. A summary of the changes can be found below:

- Table 2-1 is to be updated to include Manufactured Housing as a permitted use in all residential zones, except the Restricted High Density Residential (R-3-R) Zone. This is a required action from the City’s recently certified Housing Element and will bring the Development Code into compliance with State law regarding mobile homes and manufactured housing.

- The DTP Zone allows many uses to locate in Arcadia’s Downtown without needing to provide compliant parking; however, this is only applicable where no additional square footage is being added to the building. The proposed update to the DTP Zone will allow the expansion of existing commercial buildings, which are in the CBD Zone, within 150 feet of the City’s public parking lot, and up to 3,000 square feet in size, without needing to provide additional, compliant parking. This update will allow greater flexibility for property and business owners in certain parts of Downtown Arcadia while ensuring adequate parking, given the requirement for proximity to the City’s public parking lot.
- A minor change has been made to the requirements for a Variance. Variances can be utilized when a project deviates from the required provisions or standards of the Development Code. To support existing, long-term uses that want to make improvements to their property to improve public safety or welfare, the following has been added (underlined):

“The power to approve Variances does not extend to land uses, unless the requested use variance is for a well-established existing use, and granting the variance would demonstrably improve public safety or welfare.”

- Rear yard lot coverage restrictions for all accessory structures in single family residential zones are to be eliminated. The State has removed much of the City’s ability to limit construction within the rear yard for ADUs. ADUs now comprise the majority of new accessory structure development in single family zones. To ensure consistency for all detached accessory structures, and to enable the best utilization of the rear yard, the 25% maximum rear yard lot coverage requirement is being eliminated for all accessory structures. All other regulations such as total lot coverage, maximum Floor Area Ratio allowances, maximum building heights, and side and rear yard setbacks remain unchanged and will continue to apply to accessory structures.
- Administrative Modifications for ADUs have been removed in Table 7-2 to eliminate discretionary ADU actions, ensuring compliance with State law.
- The period of time a nonconforming use or structure can maintain its nonconforming protection/status once discontinued is being increased from 90 days to 180 days. This change provides property and business owners with greater flexibility in replacing tenants, furthering the City’s goal of being business friendly. This practice is also consistent with many nearby Cities.
- Maximum hardscape provisions are being updated to apply to the front “yard” instead of the current front “setback”. Maximum hardscape calculations in front yards ensure sufficient landscaping is maintained in residential neighborhoods.

This change will require the entire area in front of a residence to meet the maximum hardscape provisions rather than only the required setback area.

- Front fences in commercial zones are currently not allowed. It has become evident that many businesses wish to install fences or gates along their frontages for aesthetic and/or safety reasons. The Text Amendment will allow gates and fences on commercial frontages, subject to an Architectural Design Review.
- References to short term rental limitations in Urban Lot Split projects – a specific type of subdivision permitted under Senate Bill 9 – are being updated to 28 days rather than 30 days to ensure consistency with other sections of the Arcadia Municipal Code.
- Two definitions have had minor updates for clarification purposes.

PLANNING COMMISSION HEARINGS

The Planning Commission held a public hearing on February 11, 2025, and ultimately continued the item to March 11, 2025 (Refer to Attachment No. 3 for a copy of the Planning Commission Staff Reports and Resolution No. 2159).

At the February 11, 2025, meeting, four (4) Commissioners were present, with Chair Wilander absent and Vice Chair Tallerico attending the meeting virtually. Three (3) written comments were received prior to the public hearing, all expressing concerns about ADUs. Two comments were from residents of the Highlands HOA area and conveyed general concerns regarding ADUs and the proposed ADU Ordinance update. A letter from the California Housing Defense Fund (“CalHDF”) stated that a certain section of the Development Code was inconsistent with State ADU law (Refer to Attachment No. 2 for a copy of the comments). There were no speakers on the item as part of the public hearing.

The Planning Commission had a discussion on all the proposed text amendments, but mostly focused on ADUs. Vice Chair Tallerico had concerns about allowable ADU sizes and stated that cities should be able to set their own standards. Commissioner Arvizu was not supportive of the ADU Ordinance update and had concerns about impacts to residential amenities and neighborhood compatibility. He felt that there were policies within the General Plan that were not being met by the proposal. Commissioner Hui was generally supportive of the Ordinance, understanding that it is a requirement under State law, but did have some concerns regarding the impacts of ADUs throughout the City. Commissioner Tsoi did not have any issues regarding ADUs or the ADU Ordinance update. The Planning Commission expressed no issues with any of the other provisions in the Text Amendment.

Development Services Department Staff, as well as the City Attorney present at the meeting, outlined the fact that ADU regulations were following State law and, if the recent Senate Bills were not followed, the Planning Department may lose all control of regulating ADUs. Following the discussion, the Planning Commission voted 3-1, with Commissioner Tsoi dissenting, to deny Resolution No. 2159, as the findings could not be made related to the General Plan and various General Plan policies, and recommended that the City Council deny the proposed Text Amendment and continue to implement the current ADU Ordinance. Refer to Attachment No. 2 for the Excerpt of the February 11, 2025, Planning Commission Minutes.

A revised Resolution No. 2159 was presented to the Planning Commission at the February 25, 2025, Planning Commission meeting, recommending denial of the Text Amendments. The Commission pulled the resolution from the Consent Calendar for further discussion and sought additional guidance on how to proceed with their decision, as they were not opposed to the entire set of text amendments. After receiving direction and having further discussion on the amendments to the ADU regulations, the Commission decided to reconsider the entirety of the text amendments, and placed the proposal on the agenda at the March 11, 2025, Planning Commission meeting.

At the continued public hearing on March 11, 2025, four (4) Commissioners were present to discuss the item, with Commissioner Hui absent. The City received a second letter from CalHDF stating the same concerns regarding a perceived conflict between the Development Code and State ADU law. A minor change to the Development Code was proposed in response to CalHDF's letter to remove any ambiguity regarding the Code section's applicability to ADUs. Additional information was provided on the proposed changes to the regulations, the consistency of the ADU regulations with the General Plan, and the impacts of having a non-compliant ADU Ordinance. Chair Wilander and Commissioner Tsoi both expressed no concerns over the proposed updates. Vice Chair Tallerico stated his dissatisfaction with the State's authority over ADUs and preference that the City have a greater say over design, but acknowledged that a non-compliant ordinance would result in less regulatory control. Commissioner Arvizu continued to express concerns regarding ADU regulations and impacts to single family neighborhoods and abstained from voting on the item. Following the discussion, the Planning Commission voted 3-0, with Commissioner Arvizu abstaining, to approve Resolution No. 2159 and recommend that the City Council approve the proposed Text Amendment.

FINDINGS

Pursuant to Section 9108.03.060, a Text Amendment to the Development Code may be approved only if all of the following findings are met. These findings are applicable to all the changes in the attached Ordinance – refer to Attachment No. 1.

1. The proposed Development Code amendment is consistent with the goals, policies, and objectives of the General Plan; and any applicable specific plan(s);

Facts to Support the Finding: The proposed Text Amendment No. TA 24-01 is consistent with the General Plan Land Use and Community Development Element and the Housing Element goals and policies. The Text Amendment ensures that the Development Code will comply with State law, will implement actions within the General Plan Housing Element, will be updated to improve readability, enforcement, and to align with best practices, and is consistent with the following General Plan Policies:

Land Use and Community Development Element

- Policy LU-4.2: Encourage residential development that enhances the visual character, quality and uniqueness of the City's neighborhoods and districts.

Housing Element

- Policy H-2.4: Maintain development standards, regulations, and design features that are flexible to provide a variety of housing types and facilitate housing that is appropriate for the neighborhoods in which they are located.
- Policy H-4.1: Review and modify as appropriate development standards, regulations, and processing procedures that may constrain housing development, particularly housing for lower- and moderate income households and for persons with special needs.
- Policy H-4.4: Support infill development at appropriate locations in the City.

2. The proposed amendment is internally consistent with other applicable provisions of this Development Code.

Facts to Support the Finding: The proposed Text Amendment will update the ADU Ordinance, incorporate manufactured housing as a permitted use in residential zones as required by State law and in the City's Housing Element Update, allow lot consolidation for certain housing projects in the Residential Flex Overlay, and update various provisions throughout the Development Code to improve readability and streamline the review and entitlement process. Additionally, several Text Amendments have been made to maintain consistency with the proposed updates, particularly those related to the ADU Ordinance. Therefore, the proposed Text Amendment is consistent with the other applicable provisions of the Development Code, with necessary updates included.

ENVIRONMENTAL ANALYSIS

The proposed Text Amendments are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061(b)(3), as it can be seen with certainty that they would not have a significant effect on the environment and, thus, are not subject to CEQA review. See Attachment No. 4 for the Preliminary Environmental Assessment.

PUBLIC COMMENTS/NOTICE

The public hearing notice for this City Council meeting was published in the Arcadia Weekly on March 20, 2025. As of March 27, 2025, no additional concerns or comments from the public were received. There were three written public comments on the proposed Text Amendments, provided in advance of the Planning Commission Hearing on February 11, 2025, one of which was re-sent in advance of the March 11, 2025, Planning Commission meeting. All written comments received expressed concerns regarding ADUs. Refer to Attachment No. 2 for a copy of the comments.

FISCAL IMPACT

The proposed text amendments will have no significant fiscal impact on the City's budget.

RECOMMENDATION

It is recommended that the City Council introduce Ordinance No. 2401 and approve Text Amendment No. TA 24-01 amending various sections of the Arcadia Development Code related to Accessory Dwelling Units, regulations to the Residential Flex ("RF") Overlay Zone, and other text cleanups, with an exemption from the California Environmental Quality Act ("CEQA").

Approved:


Dominic Lazzaretto
City Manager

Attachment No. 1: Ordinance No. 2401
Exhibit "A" – Development Code, Division 2
Exhibit "B" – Development Code, Division 3
Exhibit "C" – Development Code, Division 6
Exhibit "D" – Development Code, Division 8
Exhibit "E" – Development Code, Division 9

Text Amendment No. 24-01- Ordinance No. 2401

April 1, 2025

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Attachment No. 2: Excerpt of the Planning Commission Minutes, dated February 11, 2025, including three written comments from the public

Attachment No. 3: Planning Commission Resolution No. 2159 and Staff Reports, dated February 11, 2025, and March 11, 2025 excluding all other attachments

Attachment No. 4: Preliminary Exemption Assessment



STAFF REPORT

Development Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Prepared by: Jeramie Brogan, Management Analyst

SUBJECT: ORDINANCE NO. 2402 RELATED TO TEXT AMENDMENT NO. TA 25-01
ADDING A NEW SECTION 9103.16 TO ARTICLE IX, CHAPTER 1
(DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE
PERTAINING TO AN INCLUSIONARY HOUSING ORDINANCE AND
ASSOCIATED IN-LIEU DEVELOPMENT FEE
CEQA: Exempt
Recommendation: Adopt

SUMMARY

At its regular meeting of April 1, 2025, the City Council introduced Ordinance No. 2402, adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code to adopt an Inclusionary Housing Ordinance and associated in-lieu development fee.

The City Council voted 4-0, with one member abstaining, to introduce the Ordinance with amendments. The amendments include revising the Ordinance effective date to July 1, 2025, and revising the sliding scale for the in-lieu development fee applicable to rental residential projects between 10 and 20 units. The in-lieu development fee, as amended, will be applicable to rental residential projects between 10 and 30 units. In-lieu fees can be provided for all ownership projects comprised of 10 or more residential units. Refer to "Exhibit A" of Attachment No. 1 for the final text amendment under Ordinance No. 2402.

ENVIRONMENTAL ANALYSIS

The Text Amendment is exempt from the requirements of CEQA pursuant to Section 15061(b)(3), as it can be seen with certainty that it will not have a significant effect on the environment and, thus, is not subject to CEQA review.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 2402 related to Text Amendment No. TA 25-01 adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee; and find this action to be exempt under the California Environmental Quality Act (“CEQA”).

Approved:



Dominic Lazzaretto
City Manager

Attachment No. 1: Ordinance No. 2402

Attachment No. 2: City Council Staff Report (with no attachments), dated April 1, 2025

ORDINANCE NO. 2402

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA RELATED TO TEXT AMENDMENT NO. TA 25-01 ADDING A NEW SECTION 9103.16 TO ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO AN INCLUSIONARY HOUSING ORDINANCE AND ASSOCIATED IN-LIEU DEVELOPMENT FEE

WHEREAS, the Development Services Department has initiated Text Amendment No. TA 25-01 to add a new Inclusionary Housing Ordinance as Section 9103.16 to Article IX, Chapter 1 of the Arcadia Municipal Code (referred to as "Text Amendment"); and

WHEREAS, California State Housing Element Law establishes the requirements for Housing Elements and California Government Code Section 65588 requires that local government review and revise the Housing Element of their comprehensive General Plans not less than once every eight years. Additionally, the California State Legislature identifies overall housing goals for the State with the goal of ensuring every resident has access to housing and suitable living environments; and

WHEREAS, the updated Housing Element was adopted by City Council on February 15, 2022, and again, at the request of the State Department of Housing and Community Development, on November 1, 2022, and

WHEREAS, the City is required to implement actions and policies within the approved and certified Housing Element, including the provision of affordable housing, and compliance with the Regional Housing Needs Allocation ("RHNA") for the City of Arcadia; and

WHEREAS, the proposed Text Amendment would effectuate Housing Element Implementation Action No. 5-19 by adopting an Inclusionary Housing Ordinance as shown in Exhibit "A" of this Ordinance; and

WHEREAS, on February 27, 2025, Planning Services completed an environmental review of the proposed Text Amendment and determined that the project is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that the Text Amendment would not have a significant effect on the environment and, thus, is not subject to CEQA review; and

WHEREAS, on March 11, 2025, the Planning Commission held a duly noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the Text Amendment; and

WHEREAS, after considering the evidence presented, the Planning Commission voted 4-1 to recommend to the City Council approval of Text Amendment No. TA 25-01; and

WHEREAS, on April 1, 2025, the City Council held a duly noticed public hearing concerning the Text Amendment, at which time all interested persons were given full opportunity to be heard and to present evidence.

NOW, THEREFORE, the City Council of the City of Arcadia does ordain as follows:

SECTION 1. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. The City Council finds, based upon the entire record:

1. The proposed Development Code Amendment is consistent with the goals, policies, and objectives of the General Plan and any applicable specific plan(s).

FACT: The proposed Text Amendment No. TA 25-01 aligns with the goals and policies of the General Plan Housing Element. The Text Amendment ensures that

Implementation Action No. 5-19 of the Housing Element is met, demonstrating the City's commitment to providing capacity for affordable housing units within the City. To accommodate the number of affordable housing units identified in the City's Regional Housing Needs Allocation ("RHNA"), and meet the specified levels of affordability, this Text Amendment is necessary. The Text Amendment is consistent with the following General Plan Housing Element Goals and Policies:

Housing Element

Policy H-2.4: Maintain development standards, regulations, and design features that are flexible to provide a variety of housing types and facilitate housing that is appropriate for the neighborhoods in which they are located.

Goal H-3: A range of housing choices for all social and economic segments of the community, including housing for persons with special needs.

Policy H-3.2: Facilitate homeownership opportunities for lower and moderate-income households.

Policy H-4.1: Review and modify as appropriate development standards, regulations, and processing procedures that may constrain housing development, particularly housing for lower- and moderate income households and for persons with special needs.

The proposed Text Amendment No. TA 25-01 will add a new Section to the Development Code related to Inclusionary Housing. This amendment will be consistent with all other portions of the adopted General Plan.

1. The proposed amendment is internally consistent with other applicable provisions of this Development Code.

FACT: The proposed Text Amendment will add a new Section 9103.16 to the Development Code. The Inclusionary Housing Ordinance will require a certain percentage of units in qualifying multi-family residential and mixed-use development projects be designated as affordable housing units. This amendment aligns with the City's recent 2024 rezoning efforts, which included upzoning several areas to allow for additional density and to permit residential units in areas where they were previously not allowed. The Inclusionary Ordinance complements these zoning efforts to create the capacity necessary for residential units in accordance with the City's RHNA as set forth by the State of California. Therefore, the proposed Text Amendment is consistent with all other areas of the Arcadia Development Code.

SECTION 3. The City Council has determined that Text Amendment No. TA 25-01 is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that the Text Amendment would not have a significant effect on the environment and, thus, is not subject to CEQA review.

SECTION 4. For the foregoing reasons, the City Council adopts this Ordinance. Staff is authorized to correct typographical errors, spelling, formatting or codification and to make other minor revisions to improve the reader's comprehension of the changes from this text amendment attached hereto under Exhibit "A" of this Ordinance, provided that any revisions do not alter the regulatory meaning and intent.

SECTION 5. The City Council hereby directs staff to prepare, execute, and file with the Los Angeles County Clerk a Notice of Exemption within five (5) working days of the adoption of this Ordinance.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of the same to be published in accordance with Resolution No. 7483. This Ordinance shall take effect on July 1, 2025.

SECTION 7. The Custodian of Records for this Ordinance is the City Clerk and the records comprising the administrative record for this Ordinance are located at Arcadia City Hall, 240 W. Huntington Drive, Arcadia CA.

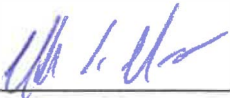
Passed, approved and adopted by the City Council this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

EXHIBIT “A”

**Section 9103.16 of the Development Code,
Inclusionary Housing Ordinance**

Section 9103.16 – Inclusionary Housing

Subsections:

- 9103.16.010 Purpose and Intent
- 9103.16.020 Applicability
- 9103.16.030 Definitions
- 9103.16.040 Affordable Unit Requirements
- 9103.16.050 Alternatives
- 9103.16.060 Incentives
- 9103.16.070 Exemptions
- 9103.16.080 Standards and Procedures
- 9103.16.090 Affordable Housing Plan and Agreement
- 9103.16.100 Enforcement
- 9103.16.110 Affordable Housing Trust Fund

9103.16.010 Purpose and Intent

The purpose of this Chapter is to require and facilitate the construction of below market-rate housing to provide a variety of housing types and opportunities for extremely low, very low, low- and moderate-income households in Arcadia. The goal of this Chapter is to expand the affordable housing stock in proportion with the overall increase in residential units by establishing standards and procedures that encourage the development of extremely low to moderate-income housing and to assist in meeting the City's regional share of housing needs and implementing the goals and objectives of the general plan, including the Housing Element and any applicable specific plans.

9103.16.020 Applicability

- A. The requirements of this Chapter shall apply to any new mixed-use or multi-family development project or condominium conversion projects comprised of ten or more dwelling units. All affordable units required by this Chapter shall be sold or rented in compliance with this Chapter.
- B. The total number of dwelling units shall be used to determine applicability for multi-phased residential projects and any development project that is comprised of less than ten dwelling units but appears to be a part of a larger residential project.

9103.16.030 Definitions

Adjusted for Household Size Appropriate for Unit. A household of one person in the case of a studio unit, two persons in the case of a one-bedroom unit, three persons in the case of a two-bedroom unit, four persons in the case of a three-bedroom unit, five persons in the case of a four-bedroom unit, six persons in the case of a five-bedroom unit, and seven persons in the case of a six-bedroom unit.

Affordable Housing Costs. The maximum costs that can be paid by a qualifying household based on the requirements imposed by California Health and Safety Code Section 50052.5 for owner-occupied housing, and the affordable rent for rental units as defined by California Health and Safety Code Section 50053, as applicable.

Affordable Housing Trust Fund. Any in-lieu fees or equity share payment collected as a result of requirements of this Chapter shall be deposited in the City's Affordable Housing Trust Fund to be used exclusively to develop and retain the supply of housing affordable to extremely low, very low, low, and moderate-income households.

Affordable Unit. A dwelling unit that will be offered for sale or rent to an extremely low-income household, a very low-income household, a low-income household, or a moderate-income household, at an affordable housing cost, in compliance with this Chapter.

Area Median Income (AMI). The annual median gross income adjusted for household size in Los Angeles County as determined by the United States Department of Housing and Urban Development (HUD) and published by the California Department of Housing & Community Development (HCD), in the California Code of Regulations, Title 25, Section 6932.

Condominium Conversion. Converting an existing market rate condominium and apartments into affordable housing. Converted condominiums and apartments shall be offered for sale or rent to an extremely low-income household, a very low-income household, a low-income household, moderate-income household, or workforce household at an affordable housing cost, in compliance with this Chapter.

Density Bonus. As defined in California Government Code Section 65915 et seq.

Equity Share Agreement. An agreement by which appreciation on the value of an inclusionary unit from the time of the original purchase at an affordable price to the time of resale shall be shared between the purchaser of the inclusionary unit and the City. Such an agreement shall be a condition of sale of the inclusionary unit.

Low-Income Household. As published and periodically updated by HCD pursuant to Health and Safety Code Section 50079.5.

Market Rate Unit. Dwelling unit in a residential development that can be purchased or rented at market rates. These units are not considered to be affordable units.

Moderate-Income Household. As published and periodically updated by HCD pursuant to Health and Safety Code Section 50093.

Offsite Construction. The development of required number of affordable units at a site different than the site of the residential project.

Phasing Plan. A detailed plan provided by a developer that outlines each segment or phase of construction including housing units and site improvements to be developed in a new residential project.

Residential Project. A subdivision, a development project, and/or a condominium conversion project resulting in the creation of ten (10) or more residential lots or ten (10) or more residential dwelling units.

Rehabilitation. Improvement of a unit in substandard condition to a decent, safe, and sanitary level. Units are in substandard condition when, while they may be structurally sound, they do not provide safe and adequate shelter, and in their present condition endanger the health, safety, or well-being of the occupants.

Total Housing Costs. The total monthly or annual recurring expenses required of a household to obtain shelter. For a rental unit, total housing costs shall include the monthly rent payment and utilities paid by the tenant (excluding telephone and television). For an ownership unit, total housing costs shall include the mortgage payment (principal and interest), insurance, homeowners' association dues (if applicable), private mortgage insurance (if applicable), taxes, maintenance costs, and utilities.

Very Low-Income Household. As published and periodically updated by HCD pursuant to Health and Safety Code Section 50105.

9103.16.040 Inclusionary Unit Requirement

- A. The commonly used income categories are approximately as follows, as published and periodically updated by HCD pursuant to Health and Safety Code Sections 50105, 50079.5, and 50093, respectively. Income categories are subject to variations for household size and other factors:
- Very low income: 30% to 50% of AMI
 - Low income: 50% to 80% of AMI
 - Moderate income: 80% to 120% of AMI
- B. All residential projects subject to requirements of this Chapter shall provide affordable units as shown in Table 3-18.

Table 3-18	
Affordable Unit Requirements for Residential Projects	
Total Percentage of Affordable Units Required (minimum)⁽¹⁾	Minimum Affordability Level of Required Units
Ownership Units	
5%	All required affordable units shall be sold to moderate-income households, at a cost affordable to such household.
Rental Units	
9%	All required affordable units shall be rented to very low-income households, at a cost affordable to such household.
11%	At least 5% of the total number of units in the residential project shall be rented to very low-income households, at a cost affordable to such household. The remaining 6% shall be rented to low-income households, at a cost affordable to such household.
14%	At least 14% of the total number of units in the residential project shall be rented to low-income households, at a cost affordable to such household.
20%	All required affordable units shall be rented to moderate-income households, at a cost affordable to such household.

Notes:

(1) of the total number of units in the residential project.

- C. An applicant may request to deviate from the number and affordability level provisions required by this Chapter if the proposed deviation provides the same or greater level of affordability required and the same or greater number of affordable units required by this Chapter. Such request requires an approval of the Director subject to the provisions of Section 9103.16.040 of this Chapter.
- D. When a residential development includes both ownership and rental units, the provisions of this Chapter that apply to ownership residential development shall apply to that portion of the development that consists of ownership dwelling units, while the provisions of this Chapter that apply to rental residential development shall apply to that portion of the development that consists of rental dwelling units.
- E. Affordable units required by this Chapter can be used to qualify for a density bonus under California Government Code Section 65915 (State Density Bonus).
- F. Notwithstanding any other provision of this Chapter, any residential project subject to this Chapter that results in the displacement of existing affordable unit(s) shall be required to replace each displaced affordable unit at the same or greater level of affordability of the existing unit, in addition to providing the number of affordable units required by this Chapter.

9103.16.050 Alternatives

An applicant may also satisfy the requirements of this Chapter through one of the following alternatives:

- A. **Offsite Construction.** An applicant may satisfy the requirements of this Chapter by developing the required number of affordable units at a site different than the site of the residential project. An applicant may develop the affordable units required by this Chapter if they satisfy the following conditions:
 1. The number of units to be developed offsite shall be consistent with the requirements of this Chapter.
 2. Offsite affordable units shall contain the same number of bedrooms, square footage, overall unit mix, appearance, finished quality, materials, and distribution as the non-affordable units in the project.
 3. Offsite affordable units shall be developed concurrently with the main project and certificate of occupancy will be contingent on final approval and inspection of the affordable units.
 4. Offsite affordable units shall be located within the City.
 5. Offsite affordable units shall be subject to the same requirements, standards, and procedures as onsite affordable units.

B. In-Lieu Fees.

1. Ownership Units. Applicants with development proposals of ten (10) or more units may choose to comply with the requirements of this Chapter through payment of a fee, in-lieu of providing the required affordable units on site.
2. Rental Units. Applicants with development proposals between ten (10) and thirty (30) units may choose to comply with the requirements of this Chapter through payment of a fee, in-lieu of providing the required affordable units on site. Applicants with development proposals greater than thirty (30) units must comply with the requirements of this Chapter by providing the required affordable units on- or off-site.
3. The amount of the fee shall be calculated using the fee schedule established by resolution of the City Council.
4. One-half of the in-lieu fees shall be paid prior to the issuance of a building permit for the project with the remaining fees due prior to the issuance of a certificate of occupancy.
5. Any fractional unit resulting from the calculation of the inclusionary requirement referenced in this Chapter will be rounded up to the next whole number or the developer may elect to pay the appropriate in-lieu fee for the fractional unit.
6. Fees collected in-lieu of developing affordable units pursuant to this Chapter shall be placed in the City's Affordable Housing Trust Fund.

9103.16.060 Incentives

- A. An applicant that meets the requirements of this Chapter may request the incentives identified in Table 3-19 below. The number of incentives provided shall be at the City's discretion.

Table 3-19 Types of Incentives and Review Authority		
Incentives	Review Authority	Special Provisions
Streamlined Entitlement Plan Check Review and Building Plan Check Review	Director	May also include pre-application meetings.
Deferral of Developer Impact Fee Payments	Director	Such deferred impact fees shall be fully paid prior to the issuance of a certificate of occupancy.
Partial or full waiver of building permit fees	Director	-
Partial or full waiver of required development fees	Planning Commission	-
Reasonable alternatives	Planning Commission	City Council approval required if the requested alternative has budgetary implication to the City

- B. If the residential project subject to this Chapter is also utilizing State Density Bonus provisions, such project is eligible to request the number and types of incentives allowed in this Chapter and by State Density Bonus provisions.
- C. At the discretion of the City Council, the City may offer a financial incentive using funds from the Affordable Housing Trust Fund.

9103.16.070 Exemptions

The provisions of this Chapter shall not apply to the following:

- A. Residential developments with nine (9) or fewer units.
- B. Residential projects that obtain entitlement approvals prior to the adoption of this Chapter.
- C. Reconstruction of structures which have been damaged by fire, flood, wind, earthquake, or other unforeseen force, as determined by the Director or designee.

- D. Residential projects that are exempt from this Chapter by State law.
- E. Units approved as accessory dwelling units or junior accessory dwelling units.

9103.16.080 Standards and Procedures

The applicant of a project subject to the provisions of this Chapter must submit an Affordable Housing Plan which shall indicate the scheduling and phasing of construction of the required affordable units. The Affordable Housing Plan requirements can be found in Section 9103.16.090. Additionally, projects pursuant to this Chapter must comply with the following standards.

- A. All affordable units in a residential project or phases of a residential project shall be constructed prior to the issuance of a certificate of occupancy for the project or phase of the project
- B. All affordable units shall be reasonably dispersed throughout the project site unless approval for an off-site location has been granted.
- C. The affordable units shall contain the same number of bedrooms and bedroom size as the market rate units in the project. The unit mix for bedroom count shall be proportional to the unit mix of market rate units in the project.
- D. The materials and finished quality of the affordable units shall be comparable with the market rate units.
- E. Affordable units shall have the same access to amenities as the market-rate units, including common spaces, parking, laundry rooms, fitness centers, and other facilities in the residential development.
- F. Affordable units required under this Chapter shall be retained as affordable units as follows:
 - 1. For sale units: Cumulative forty-five (45) years or until sold or transferred with an equity share, whichever occurs first.
 - 2. Rental units: Cumulative fifty-five (55) years.
- G. The affordability period begins upon the initial sale or rental of the unit.
- H. An equity share agreement for any inclusionary units that are for-sale shall be in a form approved by the Director and City Attorney in conformance with this chapter.

9103.16.090 Affordable Housing Plan and Agreement

- A. Affordable Housing Plan.
 - 1. An application for a residential development shall include an Affordable Housing Plan describing how the development will comply with the provisions of this Chapter. The Director or their designee is the reviewing authority for reviewing and approving an Affordable Housing Plan. No application for a residential development may be deemed complete unless an Affordable Housing Plan is submitted in conformance with this Chapter. The City has the ability to attach conditions of approval to an Affordable Housing Plan, if determined necessary.
 - 2. An approved Affordable Housing Plan may be amended prior to issuance of any building permit for the residential development or project phase. A request for a minor modification may be granted by the Director or their designee if the modification is in substantial compliance with the original Affordable Housing Plan and conditions of approval. If significant modifications are requested, a new Affordable Housing Plan may be required.
 - 3. An Affordable Housing Plan shall include, but not be limited to, the following:
 - a. The number of affordable units proposed, with calculations;
 - b. The proposed location of the affordable units;

- c. Level of affordability for affordable units;
- d. The unit square footage, and number of bedrooms for market rate and affordable units and tenure (ownership or rental);
- e. Amenities and services provided, such as common spaces, parking, laundry rooms, fitness centers, and other facilities in the residential development;
- f. Construction schedule for all units;
- g. Alternatives requested, if applicable;
- h. Incentives requested, if applicable; and
- i. Evidence to justify any requested alternative or incentive, if applicable.

B. Affordable Housing Agreement.

1. An applicant shall enter into an Affordable Housing Agreement with the City. The Affordable Housing Agreement shall be approved by the City Attorney, and executed by the City Manager or their designee, to ensure that all the requirements of this Chapter are satisfied. The Affordable Housing Agreement shall be recorded against the residential development prior to final subdivision map approval, or, where a subdivision map is not being processed, prior to issuance of any building permits, with the exception of demolition permits for such parcels or units. The agreement shall be recorded with the office of the Los Angeles County Recorder. The Affordable Housing Agreement shall be binding on the applicant and all future owners and successors in interest thereof.
2. The Affordable Housing Agreement shall include all information requested in the Affordable Housing Plan and any other provisions necessary to ensure that the requirements of this Chapter are satisfied.
3. The Affordable Housing Agreement shall include the procedures for income verification of potential purchasers or renters.

9103.16.100 Enforcement

- A. The Director, or their designee, may suspend, revoke, or deny any building permit or other approval upon finding a violation of any provision of this Chapter. The provisions of this Chapter shall apply to all owners, agents, and successors of an applicant proposing a project. No entitlement approval, grading permit, building permit or certificate of occupancy shall be issued if it is found in noncompliance with the provisions of this Chapter.
- B. Any individual or entity who sells or rents an affordable unit in violation of the provisions of this Chapter shall be required to forfeit all monetary gains obtained through noncompliance. Recovered funds shall be deposited into the Affordable Housing Trust Fund.
- C. The City may use any appropriate legal actions or proceedings necessary to ensure compliance with this Chapter, including but not limited to:
 1. Actions to revoke, suspend, or deny any grading permit, building permit, certificate of occupancy, or discretionary approval.
 2. Any other action, civil or criminal, authorized by law or by any regulatory document, restriction, or agreement in this Chapter.
- D. The City shall be entitled to recover its reasonable attorney's fees and costs.

9103.16.110 Inclusionary Housing Trust Fund

Any in-lieu fees or equity share payment collected as a result of requirements of this Chapter shall be deposited in the City's Affordable Housing Trust Fund to be used exclusively to develop and retain the supply of housing affordable to extremely low, very low, low, and moderate-income households. The City shall provide ongoing implementation programs utilizing funds deposited in the Affordable Housing Trust Fund for the benefit of extremely low, very low, low, and moderate-income households.



STAFF REPORT

Development Services Department

DATE: April 1, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director

SUBJECT: TEXT AMENDMENT NO. 25-01 PERTAINING TO AN INCLUSIONARY HOUSING ORDINANCE AND ASSOCIATED IN-LIEU DEVELOPMENT FEE

ORDINANCE NO. 2402 RELATED TO TEXT AMENDMENT NO. TA 25-01 ADDING A NEW SECTION 9103.16 TO ARTICLE IX, CHAPTER 1 (DEVELOPMENT CODE) OF THE ARCADIA MUNICIPAL CODE PERTAINING TO AN INCLUSIONARY HOUSING ORDINANCE AND ASSOCIATED IN-LIEU DEVELOPMENT FEE

CEQA: Exempt

Recommendation: Introduce

RESOLUTION NO. 7621 ESTABLISHING AN INCLUSIONARY HOUSING IN-LIEU DEVELOPMENT FEE AS AN ALTERNATIVE TO PROVIDING AFFORDABLE HOUSING UNITS REQUIRED BY THE INCLUSIONARY HOUSING ORDINANCE; AND FINDING THAT THIS RESOLUTION IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

CEQA: Exempt

Recommendation: Adopt

SUMMARY

As part of the adoption of the City’s Housing Element, the City is responsible for providing the capacity to build affordable housing units. The Housing Element sets forth goals, policies, and programs that address future housing needs for all income levels over a planning period of 2021-2029, which coincides with a unit count established by the Regional Housing Needs Assessment (“RHNA”). The RHNA is mandated by State Housing Law as part of the periodic process of updating Housing Elements of the General Plan, and Arcadia was allocated 3,214 housing units for the 2021-2029 planning period. Of these units, 71% are slated to provide some level of affordability. One of the prime strategies identified to provide the capacity for this number of affordable units is the adoption of an Inclusionary Housing Ordinance.

Inclusionary Housing refers to policies and/or regulations that require residential developments to include affordable housing units as part of their unit mix. This is a common tool utilized as part of the development process to create affordable housing. The City has prepared an Inclusionary Housing Ordinance (“IHO”), and an associated development fee payable in-lieu of providing affordable units, as an important step in the adoption and implementation of the Housing Element. Therefore, it is recommended that the City Council introduce Ordinance No. 2402 approving Text Amendment No. 25-01, adding Section 9103.16 to the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance, and adopt Resolution No. 7621 approving an associated in-lieu development fee.

BACKGROUND

The City Council adopted the Housing Element Update on February 15, 2022. However, after several iterations of review, on January 6, 2023, the State Department of Housing and Community Development (“HCD”) determined that the City needed to adopt specific rezoning strategies and complete other actions in order to receive certification of the Housing Element. The rezoning strategies were adopted by the City Council on February 6, 2024, and the Housing Element Update was certified by HCD on February 9, 2024.

An important component of the Housing Element is compliance with the RHNA allocation. The RHNA is the process by which each city is assigned a share of the region’s additional housing units during the next Housing Element planning period (2021-2029). RHNA allocations are determined for Arcadia by the Southern California Association of Governments (“SCAG”) based on criteria established by State law. The City’s RHNA allocation is in Table 1 below:

Table 1

Income Category	Number of Units	Percentage
Very Low-Income Units	1,102	34%
Low-Income Units	570	18%
Moderate Income Units	605	19%
Above-Moderate Income Units	937	29%
Total	3,214	100%

To be eligible for housing units in any of the affordability categories listed, applicants must qualify for the unit based on their income. Table 2 below shows the 2024 Los Angeles County income requirements at each level of affordability, based on family size. A wide variety of professionals qualify for these units and most of the units can be considered “workforce housing” as a result.

Table 2

Los Angeles County Income Limits 2024 (Based on Household Size)								
	1	2	3	4	5	6	7	8
Extremely Low	29,150	33,300	37,450	41,600	44,950	48,300	51,600	54,950
Very Low Income	48,550	55,450	62,400	69,350	74,900	80,450	86,000	91,550
Low Income*	77,700	88,800	99,900	110,950	119,850	128,750	137,600	146,500
Median Income	68,750	78,550	88,400	98,200	106,050	113,900	121,750	129,600
Moderate Income	82,500	94,300	106,050	117,850	127,300	136,700	146,150	155,550

*In high-cost areas, such as Los Angeles County, HCD makes adjustments to the Low-Income limits which may result in the Low-Income limit exceeding the Countywide median income.

As mentioned, the Housing Element must demonstrate site development capacity to facilitate the construction of a variety of housing types for all income levels. It is important to note that the City is not responsible for the production of these units, rather, the City is obligated to provide adequate sites for the development of units through appropriate General Plan land use and zoning designations, or through zoning or regulatory changes to accommodate these units. Whether or not housing actually gets built, and what type of housing gets built, is largely up to the property owners and the housing market.

It was determined through a review of projects within the pipeline, as well as growth patterns in general, that the City’s allocation of “above moderate” units would be met through existing zoning and current policy. However, in order to meet the City’s RHNA requirement for affordable units, additional housing programs and strategies were needed. For example, only 96 affordable units are currently in Arcadia’s pipeline without any new policies or strategies. As a result, strategies were developed through the Housing Element Update process that expanded high density zones, increased the allowed density in various areas, allowed residential overlay zones in predominantly commercial or industrial areas, and created policies to encourage affordable housing and a range of additional housing types. In keeping with the City’s overall direction of the last 15 years or so, growth and density continues to be directed into areas with adequate infrastructure and away from single-family neighborhoods.

All of the above policies set the framework for the provision of more affordable units, but the most important policy provided in the Housing Element is the adoption of an Inclusionary Housing Ordinance (“IHO”). The primary goal of an IHO is to require that a portion of new residential developments are affordable to lower and moderate-income households. These units are integrated into proposed residential development projects and are essentially the same as any other multi-family unit, except they are only available to qualifying renters or owners at various levels of affordability. Based on Arcadia’s RHNA and the options available, an IHO is likely the only alternative available to the City that will meaningfully provide the capacity needed for these affordable units.

In alignment with the goals of the adopted Housing Element, the City has prepared a Draft IHO, intended to encourage and facilitate the construction of below market-rate housing in Arcadia. The program was included in the Housing Element Implementation Plan as Program 5-19 (Inclusionary Housing Policy). It was originally intended that the development of an IHO would be the first action taken following the certification of the Housing Element. However, HCD required the City to undertake a major rezoning effort first, which was completed early in 2024. Since that time, several Study Sessions with both the Planning Commission and City Council have been held, which have provided a substantial amount of information to the public on this effort. This represents the last major implementation action to effectuate the approved Housing Element for the 2021-2029 cycle.

ANALYSIS

As mentioned, Inclusionary Ordinances are a common tool to facilitate the provision of affordable housing. There are 21 other jurisdictions throughout Los Angeles County that have IHOs and several others that are currently working toward adoption of an Ordinance. Each City has unique circumstances related to the built environment, land values, the presence of city-owned properties, and unique funding opportunities that inform what types of regulations will work best to provide housing. The adoption of an IHO is viewed as the best way to provide affordable housing for the City of Arcadia, for the following reasons:

- **Funding Limitations**. There is no other public funding source dedicated to the provision of affordable units for the City to utilize. In the past, the City had access to Redevelopment Funds (as part of the former Arcadia Redevelopment Agency). Twenty percent of the funding received through Redevelopment was REQUIRED to be used for affordable housing projects, of which Arcadia completed several. When Redevelopment was dissolved at the State level, this important source of funding for affordable housing was eliminated.
- **Lack of City-owned land and public housing**. Some cities have underutilized publicly-owned land that can be utilized for affordable housing projects. Arcadia does not have such property.

- Integrates Units into Larger Developments. The IHO provides a mechanism for integrating affordable units into larger market-rate projects, creating coordinated and cohesive developments. This approach is preferable to relying solely on 100% affordable projects, which are extremely challenging to finance and unlikely to occur in Arcadia without significant external subsidies.
- Provides Most “Bang for the Buck”. The IHO can work in conjunction with State density bonus laws and other development incentives to create projects that provide both affordable units and are financially viable for the development community. In fact, most of the new development projects the City receives already include some amount of affordable units, in order to take advantage of financing and density bonus incentives that are available to developers.

Although there are similarities between all IHOs, each one is specifically tailored to address the housing situation of the jurisdiction. The Draft IHO is included as an Exhibit to Ordinance No. 2402 (Attachment No. 1). In developing the IHO, it is important for the City to ensure that any regulation considered does not become overly restrictive or otherwise limit development. It is essential to strike the right balance between providing affordable housing units and maintaining a regulatory framework that encourages property development and redevelopment. The Ordinance was drafted with the assistance of long-time Housing Element consultant, Kimley Horn and Associates, to achieve the following purposes:

- Create a structure that provides for the provision of units at all levels of housing affordability.
- Allow for affordable units in rental (apartment) and ownership housing options.
- Create alternatives for the provisions of units. This is a State requirement for inclusionary ordinances; tools such as in-lieu fees and off-site provision of units must be considered.
- Provide exemptions for smaller projects that do not meet the economies of scale necessary to provide affordable units.
- Create simple and streamlined approval, monitoring, and enforcement processes

Additionally, the Development Services Department held several Study Sessions with the City Council and Planning Commission to obtain feedback and overall direction regarding the Draft Ordinance.

To ensure that the Draft Ordinance met the established goals and put forward a balanced regulation, the City contracted with Keyser Marston Associates (“KMA”) to complete an economic analysis (Attachment No. 3). KMA based their analysis on general parameters for IHOs that came out of a California Supreme Court Case (*California Building Industry Association v. City of San Jose*), which imposed the following limitations on the requirements of these Ordinances:

1. Inclusionary Housing requirements cannot be confiscatory; and
2. Inclusionary Housing requirements cannot deprive a property owner of a fair and reasonable return on their investment.

The Financial Evaluation provided by Keyser Marston establishes prototype housing projects in various zones in Arcadia to evaluate the economic reality of building affordable units. Variables such as the size of the project, density, height, parking requirements, and land values are included to develop representative development types in both the Downtown Mixed Use Zone and along the Live Oak/Las Tunas corridor. Pro Forms were then created to evaluate the land value supported by a 100% market rate project, as well as the value enhancement that was created by the City’s recent zoning changes.

To assess whether providing affordable units is feasible, the portion of the value increase that could reasonably go toward creating inclusionary units in a market-rate development was determined. This is based on the determination of an “affordability gap” for each level of affordability designated by Los Angeles County. The affordability gap can generally be defined as the difference between the market-rate rent or sales price and the allowable rent or sales price for affordable units.

Table 3 below provides the percentage of units within both rental and ownership projects that can be financially supported by development projects, at various rates of affordability. Please see Attachment No. 3 for the full methodology used to support this recommendation.

Table 3

Proposed Affordable Unit Requirements for Residential Projects	
Total Percentage of Affordable Units Required (minimum)(1)	Minimum Affordability Level of Required Units
Ownership Units	
5%	Moderate Income Only
Rental Units	
9%	Very Low Income Only
11%	6% Low Income + 5% Very Low Income = 11%
14%	Low Income Only
20%	Moderate Income Only

Notes: (1) of the total number of units in the residential project.

The IHO recommends the sliding scale above for the number of affordable units required within a rental project, based on the proposed level of affordability. Due to the very large affordability gaps for ownership projects in Arcadia, the requirements for inclusionary units in ownership projects are much lower. Developers can choose the most appropriate option based on the economics of their site, along with any additional financial incentives or parameters specific to their project. The proposed requirements recommended for the City are similar to those in neighboring jurisdictions such as the Cities of Alhambra, Burbank, El Monte, Pasadena, and South Pasadena, as well as Los Angeles County. A full Inclusionary Housing Program Survey is included as part of Attachment No. 3.

To ensure fairness to smaller projects, the Ordinance includes exceptions for certain situations. Recognizing that smaller projects may be more significantly impacted than larger projects, due to fewer market units to offset the impact, the IHO will only apply to projects with 10 or more units. Projects with nine (9) or fewer units will be exempt. This approach is also consistent with the practices of other cities with Inclusionary Ordinances (although some Ordinances apply to projects with as few as three units, a more common minimum threshold is 10 or more units).

While the goal of the IHO is to build affordable units as a part of new development projects, State law requires that IHOs must include alternatives to the provision of these units. The most common alternatives are offsite construction and the establishment of an in-lieu development fee. Both options are included within the Draft IHO. The offsite construction option allows a developer to provide the required number of affordable units at a different location within the City. While this option is unlikely to be used often, it could be deployed in a situation where a developer owned multiple properties within the City, or an adjacent or separate site was more suitable for the units. A far more common alternative is the in-lieu fee. In-lieu fees are an option a developer can choose in certain circumstances, whereby payment is made into an established Affordable Housing Trust Fund rather than physically providing the units. The Trust Fund would be maintained by the City and the monies within the Fund would be used to provide affordable housing elsewhere in the City.

To establish a fair and realistic in-lieu fee, the City contracted with KMA to provide an In-Lieu Fee Analysis (Attachment No. 4). The study quantifies the fee amounts corresponding to the affordability gaps identified in the economic analysis described above. The same prototype developments utilized in the economic analysis were included to determine the appropriate in-lieu fee, and the recommended fees are based on weighted averages between the prototypes. Table 4 below outlines the recommended in-lieu fees based on the inclusionary housing unit recommendations. The table provides both a per unit in-lieu fee and a per square foot fee, based on total leasable or saleable floor area. It is recommended that the per square foot in-lieu fees be adopted, as this methodology accounts for the varying affordability gaps that will exist based on unit size.

Table 4

Recommended Base In-Lieu Fee Payment Amounts Residential Developments with 20 or More Units Affordability Gap Analyses	
Apartment Development	
Per Inclusionary Unit	\$403,000
Per Square Foot of Total Leasable Area in the Development	\$43.80
Ownership Housing Development	
Per Inclusionary Unit	\$701,300
Per Square Foot of Total Saleable Area in the Development	\$23.30

As an example of how the fee would work, one of the prototype developments is for an apartment development in the Downtown Mixed-Use area with a density of 64 units per acre. In this example, the developer has elected to apply the 14% Low Income affordable requirement to a project with a total of 48 units and 45,600 square feet of leasable area. This would require seven (7) affordable units. Using the leasable area recommendation, the total in-lieu fee for the project would be just under \$2 million (45,600sf x \$43.80/sf = \$1,997,280).

Because inclusionary housing requirements can have a disproportionate impact on smaller projects, KMA recommends a sliding scale for the in-lieu fee for rental residential projects between 10 and 20 units. This provides a level of fairness for these projects where the cost of the fee increase is consistent with the size of the development, as shown in Table 5 below. The recommendation is that in-lieu fees can be provided for all ownership projects and for those rental projects up to 20 units. Beyond that, the physical units would need to be provided, unless the City Council authorizes in-lieu fees to be paid for a specific project where a hardship can be proven.

Table 5

Recommended Discounted In-Lieu Fee Schedules Measured Per Square Foot of Leasable or Saleable Area in the Residential Development		
Number of Units	Apartment Development	Ownership Housing Development
10	\$3.98	\$2.12
11	\$7.96	\$4.24
12	\$11.95	\$6.35
13	\$15.93	\$8.47
14	\$19.91	\$10.59
15	\$23.89	\$12.71
16	\$27.87	\$14.83
17	\$31.85	\$16.95
18	\$35.84	\$19.06
19	\$39.82	\$21.18
20+*	\$43.80	\$23.30

*In lieu fees are only allowed for apartment projects of more than 20 units upon specific Council approval.

It should also be noted, the IHO includes a provision for projects that provide physical units, that when the inclusionary housing calculation results in a fractional unit “remainder”, the developer should be able to pay an in-lieu fee that is consistent with that fraction of a unit, rather than the entire unit cost. Similar to the sliding scale above, the fractional unit cost increases as the fractional requirement increases. For example, if the mathematical calculation resulted in the requirement for 8.2 inclusionary housing units, the developer would provide the 8 units and pay a prorated cost based on 0.2 of a unit. This is a common approach in other IHOs and provides a level of fairness in the process.

Finally, the Ordinance includes the requirements for an Inclusionary Housing Plan, which will be required of all eligible developments, and the enforcement actions that the City will be authorized to take if any approved housing plan is not carried out. The Inclusionary Housing Plan would establish rules and regulations for the development to ensure that affordability and non-discrimination standards are maintained over time.

Overall, the proposed Ordinance achieves the desired balance of providing a method to require affordable housing, while acknowledging the financial realities of Arcadia and creating protections for the development community. The attached Ordinance introduces the Inclusionary Housing Ordinance and the Resolution approves the associated in-lieu

fee. It is important to separate the fee from the Ordinance to allow the City to evaluate the fee annually, ensuring it remains consistent with the cost of development. By approving a separate Resolution for the fee, the fee can be changed over time more efficiently.

FINDINGS

Pursuant to Section 9108.03.060(B) of the Municipal Code, an amendment to the Development Code may be approved only if the following findings are made:

- 1. The proposed Development Code amendment is consistent with the goals, policies, and objectives of the General Plan; and any applicable specific plan(s).**

Facts to Support the Finding: The proposed Text Amendment No. TA 25-01 aligns with the goals and policies of the General Plan Housing Element. The Text Amendment ensures that Implementation Action No. 5-19 of the Housing Element is met, demonstrating the City's commitment to providing capacity for affordable housing units within the City. To accommodate the number of affordable housing units identified in the City's Regional Housing Needs Allocation ("RHNA"), and meet the specified levels of affordability, this Text Amendment is necessary. The Text Amendment is consistent with the following General Plan Housing Element Goals and Policies:

Housing Element

- Policy H-2.4: Maintain development standards, regulations, and design features that are flexible to provide a variety of housing types and facilitate housing that is appropriate for the neighborhoods in which they are located.
- Goal H-3: A range of housing choices for all social and economic segments of the community, including housing for persons with special needs.
- Policy H-3.2: Facilitate homeownership opportunities for lower and moderate-income households.
- Policy H-4.1: Review and modify as appropriate, development standards, regulations, and processing procedures that may constrain housing development, particularly housing for lower- and moderate income households and for persons with special needs.

The proposed Text Amendment No. TA 25-01 will add a new Section to the Development Code related to Inclusionary Housing. This amendment will be consistent with all other portions of the adopted General Plan.

- 2. The proposed amendment is internally consistent with other applicable provisions of this Development Code.**

Facts to Support the Finding: The proposed Text Amendment will add a new Section 9103.16 to the Development Code. The Inclusionary Housing Ordinance will require a certain percentage of units in qualifying multi-family residential and mixed-use development projects to be designated as affordable housing units. This amendment aligns with the City's recent 2024 rezoning efforts, which included upzoning several areas to allow for additional density and to permit residential units in areas where they were previously not allowed. The Inclusionary Housing Ordinance complements these zoning efforts to create the capacity necessary for residential units, in accordance with the City's RHNA as set forth by the State of California. Therefore, the proposed Text Amendment is consistent with all other sections of the Arcadia Development Code.

ENVIRONMENTAL ANALYSIS

The proposed Text Amendment is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) because it can be seen with certainty that it will not have a significant effect on the environment, and thus, is not subject to CEQA review.

PUBLIC COMMENTS/NOTICE

Notice for this project was provided in multiple formats. On February 27, 2025, and on March 20, 2025, notice was published in both the *Arcadia Weekly* and *Pasadena Star-News*. Additionally, direct email notice was provided to all individuals on the City's interested party list relative to the Housing Element and all housing projects. Notice was also provided on the City's website and social media releases on X, Facebook, Instagram, and WeChat. Finally, articles about the Ordinance were provided in the City's "Hot Sheet" and Newsletter. As of the publication of this Staff Report, several questions have been asked and answered, but no substantive public comments have been received.

PLANNING COMMISSION

The Planning Commission held a public hearing on this item at their meeting on March 11, 2025. The Planning Commission had a variety of questions for Staff and the City's consultants regarding the potential impacts of an IHO on development. Specifically, the Commission had questions on the economic analysis and how the numbers were derived. One member of the public representing the group Creative Housing Options in Arcadia ("CHOA"), spoke in favor of the IHO. Following discussion, the Commission recommended that that City Council approve Text Amendment No TA 25-01 on a vote of 4-1, with Commissioner Hui dissenting.

RECOMMENDATION

It is recommended that the City Council approve Text Amendment No. 25-01 pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee, by taking the following actions:

Introduce Ordinance No. 2402 related to Text Amendment No. TA 25-01 adding a new Section 9103.16 to Article IX, Chapter 1 (Development Code) of the Arcadia Municipal Code pertaining to an Inclusionary Housing Ordinance and associated In-Lieu Development Fee; and find this action to be exempt under the California Environmental Quality Act (“CEQA”); and

Adopt Resolution No. 7621 establishing an Inclusionary Housing In-Lieu Development Fee as an alternative to providing affordable housing units required by the Inclusionary Housing Ordinance; and find that this Resolution is exempt from the requirements of the California Environmental Quality Act (“CEQA”).

Approved:


Dominic Lazzaretto
City Manager

- Attachment No. 1: Ordinance No. 2402, with Draft Inclusionary Housing Ordinance as Exhibit “A”
- Attachment No. 2: Resolution No. 7621, In-Lieu Development Fee
- Attachment No. 3: Financial Evaluation for Inclusionary Housing, dated February 18, 2025
- Attachment No. 4: Inclusionary Housing In-Lieu Fee Analysis, dated February 18, 2025
- Attachment No. 5: CEQA Notice of Exemption



STAFF REPORT

Office of the City Manager

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Justine Bruno, Deputy City Manager

SUBJECT: ORDINANCE NO. 2404 AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING A PART 10 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO ESTABLISH THE ARCADIA HEALTH COMMISSION
CEQA: Not a Project
Recommendation: Introduce

SUMMARY

At the Goal Setting meeting of March 18, 2025, the City Council directed the creation of a City Health Commission to advise on matters of community health and well-being in Arcadia. Ordinance No. 2404 outlines the proposed mission, key deliverables, membership, and terms of the proposed Health Commission. It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act (“CEQA”); and introduce Ordinance No. 2404 to establish a City Health Commission by adding a new section to Article II, Chapter 2 of the Arcadia Municipal Code.

BACKGROUND

Discussions about formulating a City Health Commission first began in January 2023, ultimately culminating with the creation of a City Council Health Committee in June 2023. Resolution No. 7508 established the City Council Health Committee (“Committee”) for the purposes of providing health care education and offering a health fair that would be available to Arcadia residents. The Health Committee was established as a standing committee of the City Council, which allows up to two City Council Members to provide oversight and input on a particular subject area and is subject to Open Meeting Laws (the “Brown Act”).

Council Members Cao and Wang were assigned to serve on the Committee from the City Council, employees from the Recreation and Community Services Department have been supporting the Committee’s work, and various local medical providers or

health care representatives have helped support the various events hosted by the Committee. Participants include physicians, medical practitioners, or representatives from the following healthcare organizations: USC Arcadia Hospital, Keck Medicine of USC, Kaiser Permanente, Children's Hospital of Los Angeles, Huntington Health, and the City of Hope.

Since its creation in June 2023, the Committee has gathered regularly, with a total of 20 meetings held to date. The Committee's primary method for providing health education to the community includes a monthly Health Seminar that is free and open to the public. These seminars are regularly held in the Cay Mortenson Auditorium in the Arcadia Public Library and have offered Mandarin interpretation services to attendees. The seminars are led by local physicians or medical practitioners and cover a variety of topics ranging from disease management to nutrition.

At its inception, the Committee was also tasked with offering a health fair. The inaugural Citywide Health Fair was held on August 10, 2024, at the Arcadia Community Center. Over 800 providers and attendees were present for the event, and the community was able to receive free blood pressure screenings, eye exams, and other health related services. To host the Citywide Health Fair and the monthly Health Seminars, \$22,000 was added to the Fiscal Year 2024-25 General Fund Budget. The budget is intended to support interpretation services for health seminars, purchase event supplies, and account for any costs not covered by sponsorships and donations. Through strong sponsorship donations and partnerships with local health providers, much of the budget remains unexpended.

DISCUSSION

The City Council met on March 15, 2025, to host their annual Goal Setting Agenda. During this meeting, the City Council directed staff to proceed with establishing a City Health Commission under the following conditions:

Mission

The mission and purpose of the Health Commission would be to increase health care education and access in Arcadia through public-private partnerships and facilitation. Similar to other City Boards and Commissions, the Health Commission would serve as an advisory body to the City Council on matters of community health and well-being. The proposed City Health Commission would carry forward the same mission as the current Health Committee by increasing the visibility of health care related services in Arcadia and serving as a facilitator and convener of health care entities in the City.

Key Deliverables

The primary deliverables for the proposed Health Commission include:

- Provide health education on a variety of topics to the community; and

- Offer an annual citywide health fair that is open to all Arcadia residents.

Membership

The proposed Health Commission would include seven members in total, with four (4) members from local health care entities and three (3) at-large members. The four members from local health care entities may include a maximum of one representative from any of the following: USC Arcadia Hospital, Keck Medicine of USC, Kaiser Permanente, Children's Hospital of Los Angeles, Huntington Health, and the City of Hope. Similar to how the Senior Citizens' Commission operates, the local health care entity should make a recommendation on who will serve on the Health Commission from their respective organization, subject to confirmation by the City Council.

For the three at-large seats on the Health Commission, participation from healthcare professionals that either live in the City (verified by address), or practice in the City (verified by business address) is desired. The proposed membership of the Health Commission differs from the typical structure of other City Boards and Commissions in that it is business focused, seeking involvement from those that are medical practitioners by profession, or those representing health care entities serving Arcadia residents.

Meetings and Terms

The current meeting schedule of the Health Committee is recommended for continuation under the proposed Health Commission. If approved, the Health Commission will likely host its regular meetings on the first Wednesday of every month at 5:00 p.m.; however, the meeting schedule will ultimately be set under the Commission's by-laws, which will be brought to the City Council for approval at a subsequent meeting.

Similar to other City Boards and Commissions, the proposed Health Commission seeks four-year terms for its members. The members representing the local health care entities may be changed at the discretion of the agency, subject to confirmation by the City Council.

Four (4) City Boards and Commissions have been established under the Arcadia City Charter: the Planning Commission, Human Resources Commission, Library Board of Trustees, and Recreation and Parks Commission. For any Boards and Commissions created under the Charter, Section 802, requires members to be appointed from the legally registered voters of the City, and that members are prohibited from holding any other City office or City employment. There are three other City Boards and Commissions that were established outside of the Arcadia City Charter: Arcadia Beautiful Commission (est. 1970), Senior Citizens' Commission (est. 1978), the Museum Commission (est. 2001), and now, potentially, the Health Commission.

With the Health Commission being designed to solicit participation from the City's business community (health care entities and health care providers), Ordinance No. 2404 does not require members to be registered voters of the City of Arcadia; however, it still prohibits members from holding any other City office or City employment. Furthermore, if Ordinance No. 2404 is adopted at its second reading and the Health Commission is created, it is recommended that the City Council Health Committee be dissolved, as the work of the Committee will now be supplanted by the newly minted Commission.

ENVIRONMENTAL ANALYSIS

The proposed action of forming a Health Commission does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

The fiscal impact associated with establishing a City Health Commission is expected to remain within the budgeted amount of \$22,000 for Fiscal Year 2024-25 and beyond. The Commission will continue to seek sponsors for its monthly Health Seminars and Citywide Health Fair; however, the existing \$22,000 budget would be used to offset any differences between the sponsorships received and the costs incurred.

For the Citywide Health Fair and monthly Health Seminars, a total of \$16,200 was generated in sponsorships, or 73% of the \$22,000 budget. This level of sponsorship significantly offsets the costs of the monthly Health Seminar and Citywide Health Fair. In future years, it is expected that a similar level of sponsorship can be generated, with the \$22,000 serving as a stopgap for any decline in donations.

RECOMMENDATION

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and introduce Ordinance No. 2404 amending the Arcadia Municipal Code by adding a Part 10 to Chapter 2 of Article II (Administration Code) to establish the Arcadia Health Commission.

Attachment No. 1: Ordinance No. 2404

Attachment No. 2: Resolution No. 7508 – Establishing City Council Health Committee

ORDINANCE NO. 2404

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING THE ARCADIA MUNICIPAL CODE BY ADDING A PART 10 TO CHAPTER 2 OF ARTICLE II (ADMINISTRATION CODE) TO ESTABLISH THE ARCADIA HEALTH COMMISSION

WHEREAS, the health and well-being of the Arcadia community is of great importance to the City Council; and

WHEREAS, the City of Arcadia has a strong health care presence with a concentration of medical providers and health care services within the City's boundaries; and

WHEREAS, City Boards and Commissions serve a multitude of purposes, but exist to advise the City Council on matters of importance, as determined by the City Council; and

WHEREAS, the success of the City Council Health Committee has demonstrated a sustained interest and added benefit in the areas of health education and community welfare; and

WHEREAS, the City Council has appropriated funds to ensure a Citywide Health Fair and monthly health education series continue to be offered to the community; and

WHEREAS, the City Council seeks to establish a Health Commission for the continuance of health education and a Citywide Health Fair in Arcadia, and receive recommendations on health-related matters that are under the jurisdiction of the City; and

WHEREAS, Section 800 of the Arcadia City Charter provides that the City Council may create, by ordinance, any boards or commissions that are required in its judgment and may grant them certain powers and duties to carry out their mission that are not otherwise inconsistent with the Charter.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Article II, Chapter 2 of the Arcadia Municipal Code is hereby amended by adding Part 10 to read in its entirety as follows:

“PART 10. ARCADIA HEALTH COMMISSION

2210. CREATION. A Health Commission is hereby established for the purpose of advising the City Council on matters relating to health education and health care access in Arcadia.

2210.1. MEMBERSHIP. The Health Commission shall consist of seven (7) members appointed by the City Council. For this purpose, the City Council shall consider the appointments as follows:

A. Four (4) members suggested by local health care entities, with up to one (1) member being selected for appointment from any of the following health care organizations:

1. USC Arcadia Hospital;
2. Keck Medicine of USC;
3. Kaiser Permanente;
4. Children’s Hospital of Los Angeles
5. Huntington Health; and
6. City of Hope.

B. Three (3) at large members appointed by the City Council who are either health care professionals living in the City of Arcadia, or health care professionals practicing in the City of Arcadia.

2210.2. TERMS, APPOINTMENTS AND REMOVAL

Members of the Health Commission shall be appointed and removed in accordance with Section 802 of the City Charter, excluding the provision that members are to be appointed from the legally registered voters of the City, which shall not apply to Health Commission members.

2210.3. MEETINGS; CHAIRPERSON

Meetings of the Health Commission shall take place and be conducted, and its officers shall be elected, in accordance with Section 804 of the City Charter; provided, however, that the Health Commission meet at a regularly scheduled time and place as designated by Commission By-laws.

2210.4. DUTIES

Subject to review and approval of the City Council, the Health Commission shall:

- A. Serve in an advisory capacity to the City Council on matters pertaining to health education and health care access in Arcadia.
- B. Provide health care education and a City Health Fair, open to all residents.
- C. Increase the visibility of health care related services in Arcadia.
- D. Serve as a facilitator and convener of health care entities in Arcadia.
- E. Showcase the abundance and availability of health care providers in Arcadia through City resources.
- F. Provide such other advice or reports as may be directed by the City Council, within the purview of the Arcadia Municipal Code and City Charter.”

2210.5. INTERPRETATION

This Part is intended to be consistent with Chapter 6 of Article V of the Arcadia Municipal Code and does not affect the adoption of the County Health Code. The Health Commission is not intended to be a board of health, as that term is used in California Health and Safety Code Section 101455, nor alter or override any arrangements made by the City, as referenced in California Health and Safety Code section 101460, for the County to exercise the powers and duties of a health officer.

SECTION 2. The City Council determines that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060 (c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulation, Title 14, Chapter 3, because it has no potential for a resulting physical change to the environment, directly or indirectly.

SECTION 3. The City Clerk shall certify to the adoption of this Ordinance and shall cause a copy of same to be posted per Resolution No. 7483 and within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31st) day after its adoption.

[SIGNATURES ON THE NEXT PAGE]

Passed, approved, and adopted this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

RESOLUTION NO.7508

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA,
CALIFORNIA, ESTABLISHING A CITY COUNCIL HEALTH COMMITTEE

WHEREAS, the City of Arcadia is invested in the health and well-being of its residents and seeks opportunities to improve health outcomes for all Arcadians; and

WHEREAS, the City of Arcadia has an abundance of quality health care services and providers, including major hospitals like USC Arcadia Hospital / Keck Medicine and UCLA Children's Hospital; and

WHEREAS, the City of Arcadia currently facilitates healthcare education and services to its senior residents, ages 50 and older, through programming and education at the Arcadia Community Center; and

WHEREAS, the City Council desires to expand healthcare offerings for the entire community through education, outreach, and collaboration; and

WHEREAS, at its May 16, 2023, Study Session, the City Council expressed its desire to create a City Council Health Committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA,
CALIFORNIA, DOES FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. ESTABLISHMENT OF COMMITTEE – OPEN MEETING LAW. A City Council Health Committee (“Committee”) is hereby established. It is subject to the California Open Meeting Law (the “Brown Act”) and shall conduct all business in accordance therewith.

SECTION 2. COMPOSITION. The Committee shall consist of two (2) City Council Members, Council Member Dr. Michael Cao and Council Member Eileen Wang.

Committee members shall remain in place unless otherwise appointed by the Mayor.

SECTION 3. PURPOSE. The Committee's purview is to provide health care education and to offer a community health fair, available to Arcadia residents.

SECTION 4. LIMITATIONS. Except as otherwise provided in Section 3, and unless approved by official action of the City Council, the Committee's role, function, and scope of work shall only be as set forth in this Resolution.

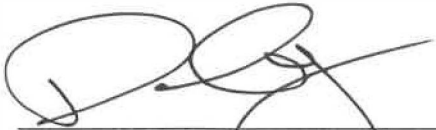
SECTION 5. FUNCTION AND DURATION OF COMMITTEE. Upon appointment, the Committee shall convene and establish a regular meeting schedule. The Committee will report on its activities and results to the City Council as necessary. The Committee will function as a 'standing committee' and shall continue unless dissolved by a majority vote of the City Council.

SECTION 6. COMMITTEE SUPPORT. The Committee shall be assisted by the City Manager, or their designee, who shall assign such City staff as needed, to provide information and assist the Committee. The Committee shall not expend any City funds in support of its work except for such funds as approved by the City Manager.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted this 6th day of June, 2023.




Mayor of the City of Arcadia

ATTEST:



City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF ARCADIA)

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Resolution No. 7508 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 6th day of June, 2023 and that said Resolution was adopted by the following vote, to wit:

- AYES: Cao, Kwan, Wang, Verlato, and Cheng
- NOES: None
- ABSENT: None



City Clerk of the City of Arcadia



STAFF REPORT

Human Resources Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Anely Williams, Human Resources Director
By: Sairy Stepanian, Human Resources Manager

SUBJECT: RESOLUTION NO. 7622 AMENDING RESOLUTION NO. 7598 ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR CITY COUNCIL, EXECUTIVE MANAGEMENT, MANAGEMENT, AND UNREPRESENTED CONFIDENTIAL EMPLOYEES FOR JULY 1, 2024, THROUGH JUNE 30, 2027 (HUMAN RESOURCES ASSOCIATE)
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

The Human Resources Department currently consists of seven (7) positions, which includes one (1) Management Aide. To facilitate professional development and to establish a proper path for career advancement, the establishment of a new position is necessary. The proposed position of Human Resources Associate would replace the current Management Aide title within the Human Resources Department and will serve as the entry level position in the Human Resources Analyst classification series. This one-for-one replacement would lead to a proper three-level classification series that would include: Human Resources Associate (entry level), Human Resources Analyst (journey level), and Senior Human Resources Analyst (senior level).

The new Human Resources Associate position would be placed in Salary Range 58M, which ranges from \$5,848/month to \$7,304/month. There is no fiscal impact associated with this new position, as it would replace the position of Management Aide that is already allocated to the Human Resources Department and is within the same salary range. Although there is no fiscal impact associated with this change, the California Public Employees' Retirement System ("CalPERS") requires changes to the salary schedule, such as adding a new classification title, to be adopted publicly. Accordingly, it is recommended that the City Council approve Resolution No. 7622 amending Resolution No. 7598, establishing compensation and related benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees for July 1, 2024, through June 30, 2027 (Human Resources Associate).

BACKGROUND

The position of Management Aide was first proposed and allocated to Human Resources at a City Council Meeting on December 17, 2019. This addition was the result of reorganization efforts that were carried out by the City Manager's Office to identify potential operating efficiencies, and to address customer service and staffing needs. The primary reason for the addition of this position was to streamline the City's Risk Management program by delegating it to Human Resources.

The position of Management Aide reports to the Senior Human Resources Analyst and is primarily responsible for tasks and efforts related to risk, inclusive of general liability claims, workers' compensation, ergonomic assessments, and training and compliance, among other tasks. These areas of focus are unique to the field of Human Resources and are a precursor for successful preparation and advancement to a higher-level position.

As it stands, there is no structured path for advancement between the positions of Management Aide and Human Resources Analyst, as the two positions fall under separate classification series.

DISCUSSION

The Human Resources Department currently consists of the following positions:

- Human Resources Director
- Human Resources Manager
- Senior Human Resources Analyst (flexibly staffed)
- Human Resources Analyst
- Management Aide
- Human Resources Technician
- Administrative Assistant

The position of Senior Human Resources Analyst is designated as a flexibly staffed position and consists of a series of two levels: Human Resources Analyst (journey level) and Senior Human Resources Analyst (senior level). In order to facilitate professional development and to establish a proper path for progression, the addition of a new position is necessary. The new position would be classified as Human Resources Associate and would serve as the entry level position in the Human Resources Analyst classification series, while simultaneously establishing it as flexibly staffed.

Positions with flexibly staffed designation status allow for incumbents to progressively advance through the series as they gain more knowledge, skills, and abilities, which in turn encourages professional development. Establishing a steady path for advancement and creating opportunities for growth within the organization can potentially reduce

turnover and positively impact retention rate. In relevant part, the City's Personnel Rules state that, "flexible staffing (positions) allow department heads to advance employees from the entry-level (position) in a flexible staffing series to a higher (position) without conducting a recruitment process", once all flexible staffing procedural requirements have been met.

Based on these parameters, an incumbent in the role of Management Aide within the Human Resources Department cannot be promoted via flexible staffing to the position of Human Resources Analyst, as the Management Aide position is part of an entirely separate classification series. Thus, by eliminating the use of Management Aide and instead, establishing the proposed entry-level position of Human Resources Associate, a clear path for progressive advancement through the three levels of the Human Resources Analyst classification series is created. The resulting Human Resources Analyst classification series would consist of: Human Resources Associate (entry level), Human Resources Analyst (journey level), and Senior Human Resources Analyst (senior level).

To fund this new position, the Human Resources Department would terminate the use of the Management Aide position and reallocate the funds towards the establishment of the position of Human Resources Associate. By placing the new Human Resources Associate position within the same salary range as the existing Management Aide position, which currently ranges from \$5,848/month to \$7,304/month, there would be no fiscal impact associated with the newly proposed position.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

The new position of Human Resources Associate would be placed in Salary Range 58M, which ranges from \$5,848/month to \$7,304/month. The establishment of this position would not have an additional fiscal impact as it replaces the position of Management Aide that is already allocated to the Human Resources Department and is within the same salary range.

RECOMMENDATION


It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and adopt Resolution No. 7622 amending Resolution No. 7598 establishing compensation and related benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees for July 1, 2024, through June 30, 2027 (Human Resources Associate).

New Human Resources Associate Classification

April 15, 2025

Page 4 of 4

Approved:



Dominic Lazzaretto
City Manager

Attachment No. 1: Resolution No. 7622 (includes Salary Schedules as Exhibit "A")

Attachment No. 2: New Classification Specification for Human Resources Associate

Attachment No. 3: Human Resources Department Current and Proposed Organizational
Charts

RESOLUTION NO. 7622

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING RESOLUTION NO. 7598 ESTABLISHING COMPENSATION AND RELATED BENEFITS FOR CITY COUNCIL, EXECUTIVE MANAGEMENT, MANAGEMENT, AND UNREPRESENTED CONFIDENTIAL EMPLOYEES FOR JULY 1, 2024, THROUGH JUNE 30, 2027 (HUMAN RESOURCES ASSOCIATE)

WHEREAS, City Council Resolution No. 7598 approved various fringe benefits and related compensation for officials, officers, and management of the City; and

WHEREAS, Section 38 of Resolution No. 7598 provides for amendment and modification by City Council approved resolutions that direct inclusion of any changes as part of said Resolution; and

WHEREAS, salaries and benefits for City Council, Executive Management, Management, and Unrepresented Confidential Employees that are adjusted by resolution are then reflected on the City's salary schedule; and

WHEREAS, salary schedules are adopted publicly in accordance with Government Code Section 20636 and Title 2 of the California Code of Regulations Section 570.5 and as required by the California Public Employees' Retirement System ("CalPERS").

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Effective upon the beginning of the pay period following adoption of this Resolution (April 20, 2025), the City Council hereby publicly approves the salary schedules as set forth in Exhibit "A", attached hereto, which incorporate the addition of the Human Resources Associate position.

SECTION 2. The City Council hereby approves the updated salary schedules to

Resolution No. 7598 as set forth in the City of Arcadia Fringe Benefits Resolution as attached hereto, effective as of July 1, 2024, through June 30, 2027.

SECTION 3. This Resolution shall become effective upon its adoption.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved, and adopted this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

EXHIBIT "A"
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2024 - JUNE 30, 2025
MANAGEMENT

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Accountant	\$ 6,616	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264
Accounting Supervisor	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115
Assistant to the City Manager	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Building Official	\$ 11,930	\$ 12,229	\$ 12,534	\$ 12,848	\$ 13,169	\$ 13,498	\$ 13,836	\$ 14,182	\$ 14,536	\$ 14,900
Buyer	\$ 5,996	\$ 6,145	\$ 6,298	\$ 6,457	\$ 6,616	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304	\$ 7,487
City Clerk	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579
City Engineer	\$ 11,930	\$ 12,229	\$ 12,534	\$ 12,848	\$ 13,169	\$ 13,498	\$ 13,836	\$ 14,182	\$ 14,536	\$ 14,900
Communication and Engagement Officer	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Crime Analyst/Investigative Support Specialist	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352
Deputy City Manager	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212	\$ 13,545	\$ 13,882	\$ 14,231	\$ 14,584	\$ 14,947
Deputy Development Services Director	\$ 13,123	\$ 13,452	\$ 13,788	\$ 14,133	\$ 14,486	\$ 14,848	\$ 15,219	\$ 15,600	\$ 15,990	\$ 16,389
Deputy Director of Recreation and Community Services	\$ 11,930	\$ 12,229	\$ 12,534	\$ 12,848	\$ 13,169	\$ 13,498	\$ 13,836	\$ 14,182	\$ 14,536	\$ 14,900
Deputy Public Works Services Director	\$ 12,535	\$ 12,848	\$ 13,169	\$ 13,498	\$ 13,836	\$ 14,182	\$ 14,536	\$ 14,900	\$ 15,272	\$ 15,654
Economic Development Manager	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212
Environmental Services Manager	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Financial Services Manager/Treasurer	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212	\$ 13,545	\$ 13,882	\$ 14,231	\$ 14,584
Fire Marshal	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576
General Services Superintendent	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Human Resources Administrator	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212	\$ 13,545	\$ 13,882	\$ 14,231	\$ 14,584
Human Resources Analyst	\$ 7,304	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123
Human Resources Associate	\$ 5,848	\$ 5,996	\$ 6,145	\$ 6,298	\$ 6,457	\$ 6,616	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304
Human Resources Manager	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Information Technology Manager	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969	\$ 12,270
Library Services Manager	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Management Aide	\$ 5,848	\$ 5,996	\$ 6,145	\$ 6,298	\$ 6,457	\$ 6,616	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304
Management Analyst	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352
Planning Services Manager	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Police Records Manager	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Principal Civil Engineer	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212	\$ 13,545
Project Manager	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678
Purchasing Officer	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264	\$ 8,469
Recreation Supervisor	\$ 6,616	\$ 6,787	\$ 6,951	\$ 7,123	\$ 7,304	\$ 7,487	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264
Senior Accountant	\$ 7,673	\$ 7,868	\$ 8,062	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583
Senior Human Resources Analyst	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Senior Management Analyst	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Streets Superintendent	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321	\$ 10,579	\$ 10,844	\$ 11,115	\$ 11,394	\$ 11,678	\$ 11,969
Transportation Services Manager	\$ 8,264	\$ 8,469	\$ 8,682	\$ 8,899	\$ 9,123	\$ 9,352	\$ 9,583	\$ 9,824	\$ 10,072	\$ 10,321
Utilities Manager	\$ 11,394	\$ 11,678	\$ 11,969	\$ 12,270	\$ 12,576	\$ 12,891	\$ 13,212	\$ 13,545	\$ 13,882	\$ 14,231

Salaries are effective the beginning of the pay period containing July 1, 2024

Human Resources Associate added 04/15/2025

EXHIBIT "A"
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2025 - JUNE 30, 2026
MANAGEMENT

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Accountant	\$ 7,013	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760
Accounting Supervisor	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782
Assistant to the City Manager	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Building Official	\$ 12,646	\$ 12,962	\$ 13,287	\$ 13,619	\$ 13,959	\$ 14,308	\$ 14,666	\$ 15,032	\$ 15,408	\$ 15,793
Buyer	\$ 6,356	\$ 6,514	\$ 6,676	\$ 6,844	\$ 7,013	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742	\$ 7,936
City Clerk	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214
City Engineer	\$ 12,646	\$ 12,962	\$ 13,287	\$ 13,619	\$ 13,959	\$ 14,308	\$ 14,666	\$ 15,032	\$ 15,408	\$ 15,793
Communication and Engagement Officer	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Crime Analyst/Investigative Support Specialist	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913
Deputy City Manager	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005	\$ 14,358	\$ 14,715	\$ 15,085	\$ 15,459	\$ 15,844
Deputy Development Services Director	\$ 13,911	\$ 14,259	\$ 14,615	\$ 14,981	\$ 15,355	\$ 15,739	\$ 16,132	\$ 16,536	\$ 16,949	\$ 17,373
Deputy Director of Recreation and Community Services	\$ 12,646	\$ 12,962	\$ 13,287	\$ 13,619	\$ 13,959	\$ 14,308	\$ 14,666	\$ 15,032	\$ 15,408	\$ 15,793
Deputy Public Works Services Director	\$ 13,287	\$ 13,619	\$ 13,959	\$ 14,308	\$ 14,666	\$ 15,033	\$ 15,409	\$ 15,794	\$ 16,189	\$ 16,593
Economic Development Manager	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005
Environmental Services Manager	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Financial Services Manager/Treasurer	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005	\$ 14,358	\$ 14,715	\$ 15,085	\$ 15,459
Fire Marshal	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331
General Services Superintendent	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Human Resources Administrator	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005	\$ 14,358	\$ 14,715	\$ 15,085	\$ 15,459
Human Resources Analyst	\$ 7,742	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670
Human Resources Associate	\$ 6,199	\$ 6,356	\$ 6,514	\$ 6,676	\$ 6,844	\$ 7,013	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742
Human Resources Manager	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Information Technology Manager	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687	\$ 13,006
Library Services Manager	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Management Aide	\$ 6,199	\$ 6,356	\$ 6,514	\$ 6,676	\$ 6,844	\$ 7,013	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742
Management Analyst	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913
Planning Services Manager	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Police Records Manager	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Principal Civil Engineer	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005	\$ 14,358
Project Manager	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379
Purchasing Officer	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760	\$ 8,977
Recreation Supervisor	\$ 7,013	\$ 7,194	\$ 7,368	\$ 7,550	\$ 7,742	\$ 7,936	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760
Senior Accountant	\$ 8,133	\$ 8,340	\$ 8,546	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158
Senior Human Resources Analyst	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Senior Management Analyst	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Streets Superintendent	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940	\$ 11,214	\$ 11,495	\$ 11,782	\$ 12,078	\$ 12,379	\$ 12,687
Transportation Services Manager	\$ 8,760	\$ 8,977	\$ 9,203	\$ 9,433	\$ 9,670	\$ 9,913	\$ 10,158	\$ 10,413	\$ 10,676	\$ 10,940
Utilities Manager	\$ 12,078	\$ 12,379	\$ 12,687	\$ 13,006	\$ 13,331	\$ 13,664	\$ 14,005	\$ 14,358	\$ 14,715	\$ 15,085

Salaries are effective the beginning of the pay period containing July 1, 2025

Human Resources Associate added 04/15/2025

EXHIBIT "A"
CITY OF ARCADIA MONTHLY SALARY RANGE
JULY 1, 2026 - JUNE 30, 2027
MANAGEMENT

Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Accountant	\$ 7,364	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198
Accounting Supervisor	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371
Assistant to the City Manager	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Building Official	\$ 13,279	\$ 13,611	\$ 13,951	\$ 14,300	\$ 14,657	\$ 15,024	\$ 15,399	\$ 15,784	\$ 16,179	\$ 16,583
Buyer	\$ 6,674	\$ 6,839	\$ 7,010	\$ 7,187	\$ 7,364	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129	\$ 8,333
City Clerk	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774
City Engineer	\$ 13,279	\$ 13,611	\$ 13,951	\$ 14,300	\$ 14,657	\$ 15,024	\$ 15,399	\$ 15,784	\$ 16,179	\$ 16,583
Communication and Engagement Officer	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Crime Analyst/Investigative Support Specialist	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409
Deputy City Manager	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705	\$ 15,076	\$ 15,451	\$ 15,839	\$ 16,232	\$ 16,636
Deputy Development Services Director	\$ 14,606	\$ 14,972	\$ 15,346	\$ 15,730	\$ 16,123	\$ 16,526	\$ 16,939	\$ 17,362	\$ 17,797	\$ 18,241
Deputy Director of Recreation and Community Services	\$ 13,279	\$ 13,611	\$ 13,951	\$ 14,300	\$ 14,657	\$ 15,024	\$ 15,399	\$ 15,784	\$ 16,179	\$ 16,583
Deputy Public Works Services Director	\$ 13,951	\$ 14,300	\$ 14,657	\$ 15,024	\$ 15,399	\$ 15,784	\$ 16,179	\$ 16,583	\$ 16,998	\$ 17,423
Economic Development Manager	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705
Environmental Services Manager	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Financial Services Manager/Treasurer	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705	\$ 15,076	\$ 15,451	\$ 15,839	\$ 16,232
Fire Marshal	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997
General Services Superintendent	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Human Resources Administrator	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705	\$ 15,076	\$ 15,451	\$ 15,839	\$ 16,232
Human Resources Analyst	\$ 8,129	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154
Human Resources Associate	\$ 6,509	\$ 6,674	\$ 6,839	\$ 7,010	\$ 7,187	\$ 7,364	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129
Human Resources Manager	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Information Technology Manager	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322	\$ 13,657
Library Services Manager	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Management Aide	\$ 6,509	\$ 6,674	\$ 6,839	\$ 7,010	\$ 7,187	\$ 7,364	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129
Management Analyst	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409
Planning Services Manager	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Police Records Manager	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Principal Civil Engineer	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705	\$ 15,076
Project Manager	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998
Purchasing Officer	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198	\$ 9,426
Recreation Supervisor	\$ 7,364	\$ 7,554	\$ 7,736	\$ 7,928	\$ 8,129	\$ 8,333	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198
Senior Accountant	\$ 8,540	\$ 8,757	\$ 8,973	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666
Senior Human Resources Analyst	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Senior Management Analyst	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Streets Superintendent	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487	\$ 11,774	\$ 12,069	\$ 12,371	\$ 12,682	\$ 12,998	\$ 13,322
Transportation Services Manager	\$ 9,198	\$ 9,426	\$ 9,663	\$ 9,905	\$ 10,154	\$ 10,409	\$ 10,666	\$ 10,934	\$ 11,210	\$ 11,487
Utilities Manager	\$ 12,682	\$ 12,998	\$ 13,322	\$ 13,657	\$ 13,997	\$ 14,348	\$ 14,705	\$ 15,076	\$ 15,451	\$ 15,839

Salaries are effective the beginning of the pay period containing July 1, 2026

Human Resources Associate added 04/15/2025

CITY OF ARCADIA

HUMAN RESOURCES ASSOCIATE

DEFINITION

Under direction, to perform entry level professional, administrative, and analytical support duties within program areas for human resources, including recruitment, selection, evaluation, classification, compensation, benefits, employee relations, workers' compensation, and risk management; to assist with administrative processes, procedures, and programs; and to provide technical and responsible assistance to assigned programs.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the human resources series. Positions at this level usually perform most of the duties required of the positions at the Human Resources Analyst level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are typically explained in detail as they arise. Since this class is used as an entry-level class, employees will have professional education but may have only limited or no directly related work experience.

Positions in this class series are flexibly staffed and positions at the Human Resources Analyst level may be filled by advancement from the Human Resources Associate level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Human Resources Analyst level.

SUPERVISION EXERCISED

Does not exercise any supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate assigned programs and administrative support functions and specialized department programs.

Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.

Compile and analyze data and make recommendations regarding program needs.

Assist in the drafting and implementation of policies and procedures; assist in the preparation of ordinances and other supporting program documents.

Participate in the preparation and administration of operating and capital budget(s).

Collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Conduct comprehensive salary and benefit surveys; assist with job evaluation, classification, and specification development; assist with monitoring and analyzing legislation that impact program areas.

Prioritize and coordinate work assignments.

Serve as a liaison with employees, public and private organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions, where appropriate.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analysis.

Provide training in various areas to department employees including updated rules and laws, and other areas as required.

As needed, coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as representative for the department.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General principles and practices of municipal government management.

Pertinent Federal, State, and local laws, codes and regulations.

General principles and practices of municipal government budget preparation and administration.

Research and reporting methods, techniques, and procedures.

Principles and procedures of financial, statistical, and administrative record keeping.

Sources of information related to a broad range of municipal programs, services, and administration.

Modern office procedures, methods and computer software and hardware.

Skill to:

Operate modern office equipment including computer equipment, software applications, word processing, spreadsheet, and desktop publishing software (or a demonstrated capacity to learn).

Ability to:

Research, analyze, and evaluate human resources programs, policies, and procedures; make sound recommendations.

Effectively administer a variety of human resources programs and activities.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations as they pertain to human resources functions.

Establish, maintain, and foster positive and harmonious working relationships with staff, management, City departments, community organizations, boards, commissions, and the public.

Communicate clearly and concisely, both orally and in writing.

Minimum Qualifications:

Experience:

No prior experience is required. One year of administrative experience in local government is desirable.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources management, or a related field.

Special Requirements:

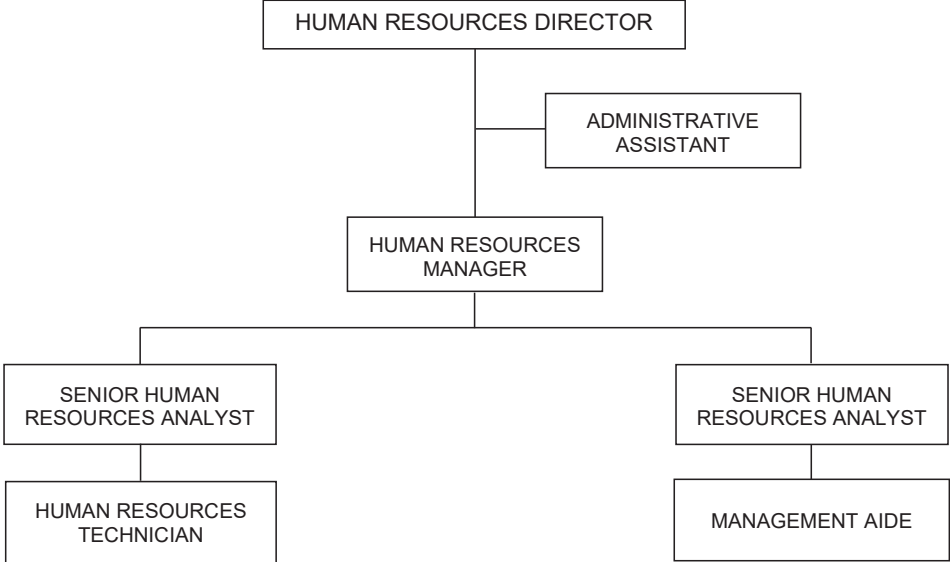
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: April 2025

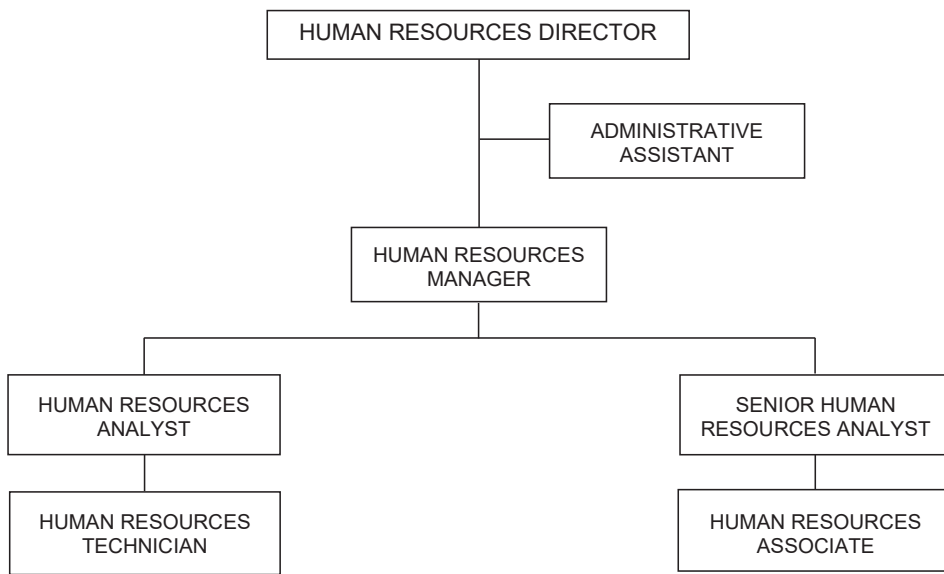
* CURRENT *

HUMAN RESOURCES DEPARTMENT



* PROPOSED *

HUMAN RESOURCES DEPARTMENT





STAFF REPORT

Development Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
By: Alana Johnson, Transportation Services Manager

SUBJECT: RESOLUTION NO. 7624 AUTHORIZING SUBMITTAL OF THE FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT – ARTICLE 4 CLAIM FORMS TO RECEIVE CAPITAL AND OPERATING FUNDS FOR ARCADIA TRANSIT
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

Arcadia Transit is eligible to receive Transportation Development Act (“TDA”) – Article 4 funds. In order to receive TDA – Article 4 funds, the City of Arcadia is required to submit annual claim forms authorized by the City Council. Attached for City Council review and approval is Resolution No. 7624, authorizing the City Manager to submit claim forms for Fiscal Year 2024-25 TDA – Article 4 funds, which includes Local Transportation Fund (“LTF”), State Transit Assistance (“STA”), and Senate Bill (“SB”) 1 funds, in a total amount of \$639,547. Once approved, the claim forms will be submitted to the Los Angeles County Metropolitan Transportation Authority (“Metro”) for processing. It is recommended that the City Council adopt Resolution No. 7624.

BACKGROUND

The California State Legislature adopted the Transportation Development Act – Article 4 (Senate Bill 325) in 1971 to generate revenue from retail sales tax and gasoline/diesel sales tax for public transportation projects. The funds are allocated by the Southern California Association of Governments (“SCAG”) via the Local Transportation Fund (“LTF”) and the STA programs, based on area population and transit fare revenue generated by an agency’s local transit system. Metro serves as the regional planning agency for Los Angeles County and administers and processes the funds to each participating municipal transit operator.

Local Transportation Fund (“LTF”) revenue is derived from one-fourth of one percent (0.0025) of the retail sales tax collected statewide for transportation planning and mass

transit activity. The California State Board of Equalization returns the quarter cent to each County according to the amount of taxes collected in its jurisdiction. Eligible uses include public transit, program administration, transportation planning, pedestrian and bicycle facilities, special group transportation service, and rail passenger service. The City of Arcadia has been allocated \$462,989 in FY 2024-25 in LTF funds to operate Arcadia Transit.

The State Transit Assistance (“STA”) fund was approved in 1980 as a secondary source of revenue for SB 325, dedicated to public transit operation and capital expenditures. STA revenue is generated from the statewide sales tax on gasoline and diesel fuels and is appropriated by the California State Controller’s Office to the regional Transportation Planning Agencies (i.e., Metro) for formula allocation. The formula is calculated using 50% population count and 50% operator revenues for the prior fiscal year. The City of Arcadia has been allocated \$90,596 for FY 2024-25 in STA Funds for Arcadia Transit operations.

Senate Bill 1 (“SB 1”), the Road Repair and Accountability Act of 2017, was signed into law to augment the base of the STA program, essentially doubling the funding for this program by generating funds through increased fuel taxes and vehicle registration fees. The provisions of SB 1 included the establishment of a new State of Good Repair (“SGR”) program, which apportions funds per year by formula, directly to California’s transit operators and transportation agencies. This bill ensures continued maintenance and improvement of both operational funding and capital investments in California’s transportation system. The City of Arcadia has been allocated \$68,716 in SB 1 STA funds, which will be used towards transit operations, and \$17,246 in SB1 SGR funds, which will be reserved for future capital purchases such as transit vehicles.

DISCUSSION

In order to receive TDA – Article 4 funds, the City of Arcadia is required to submit claim forms authorized by the City Council. Resolution No. 7624 authorizes the City Manager to submit claim forms for FY 2024-25 TDA – Article 4 funds, which includes Local Transportation Fund (“LTF”), State Transit Assistance (“STA”), and Senate Bill (“SB”) 1 funds, in a total amount of \$639,547. Once approved, the claim forms will be submitted to Metro for processing.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

The City of Arcadia will receive \$462,989 in TDA – Article 4 LTF Funds, \$90,596 in STA Funds, and \$68,716 in SB 1 STA Funds for FY 2024-25 to operate Arcadia Transit. These funds are anticipated and included in projections to operate Arcadia Transit successfully. Additionally, \$17,246 in SB 1 SGR Funds will be reserved for future capital purchases. The total amount of funds received will be \$639,547. None of these funds are eligible to be used as General Funds and must be expended on the transportation uses specified.

RECOMMENDATION

It is recommended that the City Council determine that the proposed action is not a project under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7624 authorizing submittal of the Fiscal Year 2024-25 Transportation Development Act – Article 4 Claim Forms to receive capital and operating funds for Arcadia Transit.

Approved:



Dominic Lazzaretto
City Manager

Attachment No. 1: Resolution No. 7624

Attachment No. 2: Draft Fiscal Year 2024-25 TDA Article 4 Claim Forms

RESOLUTION NO. 7624

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AUTHORIZING SUBMITTAL OF THE FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT – ARTICLE 4 CLAIM FORMS TO RECEIVE CAPITAL AND OPERATING FUNDS FOR ARCADIA TRANSIT

WHEREAS, the Transportation Development Act of 1971 (“TDA”) (Chapter 1400, Statutes 1971 (SB 325), and amendments thereto) makes certain funds available for public transportation systems; and

WHEREAS, the TDA established two funding sources known as the Local Transportation Fund (“LTF”) and the State Transit Assistance (“STA”) fund; and

WHEREAS, Senate Bill (“SB”) 1 (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017, was signed into law, augmenting the base of the STA program, thereby increasing the funding allocated to the program; and

WHEREAS, the provisions of SB 1 included the establishment of the State of Good Repair (“SGR”) program, which apportions funds per year by formula directly to California’s transit operators and transportation agencies; and

WHEREAS, the Arcadia City Council has adopted a budget for Arcadia Transit for the 2024-25 Fiscal Year evidencing the need for financial assistance; and

WHEREAS, the Southern California Association of Governments (“SCAG”) has been charged with the responsibility for allocating the funds; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (“Metro”) serves as the regional planning agent for Los Angeles County, and administers and processes the funds to each participating municipal transit operator.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council authorizes and directs the City Manager or their designee to execute and file a claim with Metro for TDA – Article 4 funds, and to take any and all necessary further actions and execute any and all necessary documents in order to receive such funds.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney

Public Transportation System Claim

CHECKLIST OF ITEMS FILED

FISCAL YEAR:

CLAIMANT: City of Arcadia DATE: April 15, 2025

The items checked below are enclosed in connection with the claim filed herein:

- 1. **Pages 1 and 2 for TDA and STA**
 (See instructions for completing the form in the instruction package).
- 2. **Financial Statement (Table L-1)**
 (A separate table must be completed for each mode. The table should be consistent with the table included in the SRTP.)
- 3. **Standard Assurances for Claimants**
- 4. **Governing Body Authorization**
 Submit a certified copy of a resolution or minute order.
- 5. **Justification Statements**
- 6. **Proposed Commitment Statement(s)**
 Complete when requesting long-term capital reserves.
- 7. **Employee Retirement System Certification Statement**
- 8. **Proof of Funding Obligation**
 Submit tangible evidence of imminent need for capital reserve drawdowns.
- 9. **Cooperative Agreement or Contract**
 Submit copies if applicable.
- 10. **TDA Reserves Held by County Auditor (Table 2)**
- 11. **California Highway Patrol Certification (Pull Notice)**
 Current within 13 months.

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

PUBLIC TRANSPORTATION CLAIM

**STANDARD ASSURANCES FOR APPLICANTS
FOR LOCAL TRANSPORTATION FUNDS (LTF) AND
STATE TRANSIT ASSISTANCE FUNDS (STAF)**

Claimant: City of Arcadia

Fiscal Year: 2023-24

PLEASE INITIAL ALL APPLICABLE PARAGRAPHS PURSUANT TO WHICH THE CLAIM IS BEING SUBMITTED.

**MTA
TDA
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SECTION**

Initial

1. **CERTIFIED FISCAL AND COMPLIANCE AUDIT** _____
Claimant certifies that it has submitted a
1.8.1 satisfactory, independent fiscal and compliance
1.8.3 audit, with required certification statement, to SCAG, MTA, and the Department
of Transportation, pursuant to PUC Section 99245 and CAC Section 6664 for the
prior fiscal year (project year minus two). Claimant assures that this audit
requirement will be completed for the current fiscal year (project year minus one)
and submitted to MTA no later than 120 days after the close of the fiscal year.

2. **90-DAY ANNUAL REPORT (STATE CONTROLLER'S REPORT)** _____
Claimant certifies that it has submitted a State Controller's Report
1.8.2 in conformance with the Uniform System of Accounts and Records,
1.8.3 to SCAG, MTA, and the State Controller, pursuant to PUC Section 99243, for the
prior year (project year minus two). Claimant assures that this report will be
completed for the current fiscal year (project year minus one) and submitted no
later than 90 days after the close of the fiscal year.

3. **PART-TIME EMPLOYEES*** _____
5.6.2b Claimant certifies that it is not precluded, by any contract entered
into on or after June 28, 1979, from employing part-time drivers or contracting with
common carriers of persons operating under a franchise or license. Claimant
further certifies that no person who was a full-time employee on June 28, 1979,
shall have his or her employment, excluding overtime, reduced as a result of it
employing part-time drivers or contracting with those common carriers. (PUC
Section 99314.5c)

STANDARD ASSURANCES FOR APPLICANTS

Page 2.

**MTA
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GUIDE
SECTION**

Initial

- 4. **FIFTY PERCENT EXPENDITURE LIMITATION**
 - 2.2.1 Claimant filing a claim pursuant to PUC Section 99268.1 certifies that it was in compliance with PUC Section 99268 during the 1978-79 fiscal year, and further certifies that it will remain in compliance with that section during the project year.

- 5. **REVENUE RATIOS FOR OLDER OPERATORS**
 - 2.2.2 Claimant filing a claim pursuant to PUC Section 99268.2 certifies that it will maintain for the project year that ratio of fare revenues and local support to operating cost which was maintained during the 1978-79 fiscal year, and further assures for the project year that it reasonably anticipates achieving the ratio of fare revenues to operating cost at least equal to the ratio maintained in FY 1978-79, or (a) 20 percent if serving an urbanized area, and (b) 10 percent if serving a nonurbanized area, whichever is greater.

- 6. **REVENUE RATIOS FOR NEWER URBANIZED AREA OPERATORS**
 - 2.2.2 Claimant filing a claim pursuant to PUC Section 99268.3 certifies that it will maintain for the project year at least that ratio of fare revenues and local support to operating cost which was maintained during FY 1978-79 if that ratio was greater than 20 percent; claimant further assures, for the project year, that it reasonably anticipates achieving a ratio of fare revenues to operating cost equal to or greater than 20 percent for the project year.

- 7. **REVENUE RATIOS FOR NEWER NON-URBANIZED AREA OPERATORS**
 - 2.2.2 Claimant filing a claim pursuant to PUC Section 99268.4 certifies that it will maintain for the project year at least that ratio of fare revenues and local support to operating cost which was maintained during FY 1978-79 if that ratio was greater than 10 percent; claimant further assures, for the project year, that it reasonably anticipates achieving a ratio of fare revenues to operating cost equal to or greater than 10 percent.

- 8a. **REVENUE RATIOS FOR EXCLUSIVE SERVICES TO ELDERLY AND HANDICAPPED**
 - 2.2.3 Claimant filing a claim pursuant to PUC Section 99268.5 certifies that, for the purpose of the claim, it provides services using vehicles for the exclusive use of elderly and handicapped persons.

STANDARD ASSURANCES FOR APPLICANTS

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**MTA
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- 8b. **REVENUE RATIOS FOR PARATRANSIT SERVICES** _____
Claimant filing a claim pursuant to PUC Section
2.2.3 99275.5c (Article 4.5) further certifies that, for the project year, it reasonably
anticipates achieving the performance criteria, local match requirements, or fare
recovery ratios adopted by MTA.
9. **EXTENSION OF SERVICE** _____
Claimant that received an allocation of Local Transportation
1.8.4 Funds for an extension of service pursuant to PUC Section 99268.8
2.2.5 certifies that it will file a report of these services pursuant to CAC Section 6633.8b
within 90 days after the close of the fiscal year in which that allocation was
granted.
10. **RETIREMENT SERVICE** _____
Claimant filing a claim pursuant to PUC Section 99260 certifies
2.1.7 that: (a) the current cost of its retirement system is fully funded with respect to the
officers and employees of its public transportation system; or (b) the operator is
implementing a plan approved by the transportation planning agency which will
fully fund the retirement system for such officers and employees within 40 years; or
(c) the operator has a private pension plan which sets aside and invests, or on a
current basis, funds sufficient to provide for the payment of future benefits, and
which is fully compliant with the requirements stated in PUC Sections 99272 and
99273.
- 11a. **USE OF FEDERAL FUNDS** _____
Claimant filing a claim for TDA funds for capital intensive projects
2.2.1 pursuant to PUC Sec. 99268.7 certifies that it has made every
2.2.8 effort to obtain federal funding for any project which is funded pursuant to PUC
Sec. 99268.7.
- 11b. Claimant qualifying for funds pursuant to PUC Sec. 99268.1 and
filing a claim for TDA funds in excess of the amount allowed
2.2.1d under PUC Sec. 99268 certifies that such funds are required in order to obtain
maximum federal operating funds in the year such funds are claimed, pursuant to
PUC Sec. 99267.5 and CAC Sec. 6633.1.

STANDARD ASSURANCES FOR APPLICANTS

Page 4.

**MTA
TDA
GUIDE
SECTION**

Initial

12. **CHP CERTIFICATION** _____
2.2.9 Claimant filing a claim for Local Transportation Funds has included in the claim a certification completed within the last 13 months by the California Highway Patrol indicating compliance with Vehicle Code Section 1808.1, indicating that the operator has participated in a "pull notice system" to examine driver's records, as specified in PUC Sec. 99251.
13. **STA EFFICIENCY STANDARDS*** _____
Beginning in FY 1992, claimant filing a claim for State Transit Assistance Funds for operating purposes certifies that it has met the efficiency standards which limit cost per hour increases, pursuant to PUC Sec. 99314.6. This requirement is suspended until July 1, 2026.
14. **REDUCED TRANSIT FARES** _____
Claimants of TDA funds who offer reduced fares to senior citizens certify that: (a) The Federal Medicare Identification Card is sufficient identification to receive senior citizen reduced fares if such fares are available; and (b) A disabled person or disabled veteran identification card issued pursuant to subdivision (d) of Vehicle Code Sections 22511.5 or 22511.9 (whichever is applicable) is sufficient identification to receive disabled person reduced fares if such reduced fares are available.

***STA Claimants Only.**

City of Arcadia

Jason Kruckeberg, Assistant City Manager/
Development Services Director

CLAIM FORM

TDA CLAIM FORM

LTF PUBLIC TRANSPORTATION - ARTICLE 4

CLAIMANT: City of Arcadia

CONTACT PERSON: Alana Johnson TELEPHONE: (626) 574-5408

DATE: April 15, 2025 FISCAL YEAR: 2024-25 COUNTY STAFF: Los Angeles

PAYMENT RECIPIENT: City of Arcadia

ADDRESS: 240 W. Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

ATTENTION: Jason Kruckeberg
Assistant City Manager/Development Services Director

PURPOSE	REQUESTED PAYMENT AND RESERVES	AMOUNT
Article 4 PUC 99260(a)	1. Payment from FY Allocation - Operations	\$ <u>462,989</u>
	2. Amount placed in Capital Reserve from current year allocation (Complete Table 2)	\$_____
	3. Total FY 2025 funding mark (1+2)	\$_____

Authorized Signature: _____
Jason Kruckeberg
Assistant City Manager/Development Services Director

CONDITION OF APPROVAL:

Approval of this claim and payment by the County Auditor to this claimant are subject to funds being available and to the provisions that such monies will be used only in accordance with the terms and conditions set forth by this claim.

CLAIM FORM

**STATE TRANSIT ASSISTANCE FUND
STA Regular**

Pursuant to Sections 6730-6735 of the California Administrative Code

CLAIMANT: City of Arcadia

CONTACT PERSON: Alana Johnson TELEPHONE: (626) 574-5408

DATE: April 15, 2025 FISCAL YEAR: 2024-25 COUNTY STAFF: Los Angeles

PAYMENT RECIPIENT: City of Arcadia

ADDRESS: 240 W. Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

ATTENTION: Jason Kruckeberg
Assistant City Manager/Development Services Director

PURPOSE	REQUESTED PAYMENT AND RESERVES	AMOUNT
() CAC, Section 6730 (a)	1. Payment from Unallocated - Operations	\$ <u>90,596</u>
() CAC, Section 6730 (b)	2. Amount placed in Capital Reserve from current year allocation (Complete Table 2)	\$ _____
() CAC, Section 6730 (c)		
() CAC, Section 6731 (a)	3. Total for 1 & 2 = STA Regular Allocation	\$ _____
() CAC, Section 6731 (b)		
() CAC, Section 6731 (c)		

Authorized Signature: _____
Jason Kruckeberg
Assistant City Manager/Development Services Director

CONDITION OF APPROVAL:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provisions that such monies will be used only in accordance with the terms and conditions set forth by this claim and SCAG Allocation Instructions.

CLAIM FORM

**STATE TRANSIT ASSISTANCE FUND
SB1 STA and SB1 STATE OF GOOD REPAIR**

Pursuant to Sections 6730-6735 of the California Administrative Code

CLAIMANT: City of Arcadia

CONTACT PERSON: Alana Johnson TELEPHONE: (626) 574-5408

DATE: April 15, 2025 FISCAL YEAR: 2024-25 COUNTY LTF: Los Angeles

ADDRESS: 240 W. Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

ATTENTION: Jason Kruckeberg
Assistant City Manager/Development Services Director

PURPOSE	REQUESTED PAYMENT AND RESERVES	AMOUNT
() CAC, Section 6730 (a)	1. Payment from SB1 STA Funds Operations	\$68,716
() CAC, Section 6730 (b)		
() CAC, Section 6730 (c)	2. Amount placed in Capital Reserve from current year allocation (SB1 STA Funds) (Complete Table 2)	\$
() CAC, Section 6731 (a)		
() CAC, Section 6731 (b)		
() CAC, Section 6731 (c)		
	3. Total for 1 & 2 = SB1 STA Allocation	\$
	4. SB1 SGR Capital Funds (Complete Table 2)	\$17,246
	5. Total for 1, 2, 3 & 4 = SB1 STA/SGR Allocation	\$85,962

Authorized Signature: _____
Jason Kruckeberg
Assistant City Manager/Development Services Director

CONDITION OF APPROVAL:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provisions that such monies will be used only in accordance with the terms and conditions set forth by this claim and SCAG Allocation Instructions.

Table L-1 (A)
HISTORICAL AND PROJECTED FINANCIAL STATUS
SOURCE AND APPLICATION OF CAPITAL FUNDS

BY YEAR OF EXPENDITURE (\$ 000)

MODE:

<i>SOURCE OF CAPITAL FUNDS:</i>	2023 Audited	2024 Actual	2025 Planned
FEDERAL CAPITAL GRANTS			
FTA Sec. 5309 (Sec. 3)			
FAU Grants			
FTA Sec. 5307(Sec. 9)	0	0	0
Other Federal (Assume 80/20 match) (Specify source)			
STATE CAPITAL GRANTS AND SUBVENTIONS			
TDA (ART 4) current from unallocated	0	0	0
TDA from prior years reserves			
TDA (ART 8)			
STA current from unallocated	0	0	0
STA from prior years reserve			
SB1 SGR	0	0	0
Other State (Specify)			
LOCAL CAPITAL GRANTS			
System Generated			
General Fund			
Prop. A Local Return	0	0	0
Prop. A Discretionary Carry Over			
Prop. C Discretionary			
Prop. C Local Return			
Prop. C 5% Security			
Measure R Clean Fuel Bus Capital			
Measure R 15% Local Return	0	0	0
Prop 1B PTMISEA Bridge Funds			
Prop 1B Transit Security Bridge Funds			
Other Local (Specify): Measure M Local Return			
TOTAL CAPITAL REVENUE	0	0	0
TOTAL CAPITAL EXPENSES	0	0	0

Table L-1 (B)
HISTORICAL AND PROJECTED FINANCIAL STATUS
SOURCE AND APPLICATION OF OPERATING FUNDS
BY YEAR OF EXPENDITURE (\$ 000)

SOURCE OF OPERATING FUNDS:

2023 Audited	2024 Actual	2025 Planned
-------------------------	------------------------	-------------------------

FEDERAL CASH GRANTS AND REIMBURSEMENTS

FTA Sec. 5307 (Sec. 9) Operating			
Other Federal (COVID Emergency - ARPA/CRRSAA)	0	984	0

STATE CASH GRANTS AND REIMBURSEMENTS

TDA Current from unallocated	1,032	560	463
STA Current from unallocated/SB1 STA	99	114	159

LOCAL CASH GRANTS AND REIMBURSEMENTS

Passenger Fares	7	8	8
Special Transit Service			
Charter Service Revenues			
Auxiliary Transportation Revenues			
Non-transportation Revenues			
Prop. A %40 Discretionary	224	241	233
Prop. A %25 Local Return	372	125	1,144
Prop. A Incentive fund			
Prop. A Interest			
BSIP	24	24	25
TSE			
Base			
MOSIP	65	69	68
Measure R 15% Local Return	248	83	763
Prop. C %5 Security	4	8	6
Foothill Mitigation	15	17	
Measure M 20% - Bus Operations	178	222	188
Measure R 20% - Bus Operations	178	222	189

TOTAL OPERATING REVENUES	2,447	2,256	3,238
TOTAL OPERATING EXPENSES	2,447	2,256	3,238

TABLE 2
TDA

Total Capital Funds Reserved
for Future Payment (Total A & B):\$ _____

<u>PROJECT DESCRIPTION</u>	<u>(A) ANTICIPATED EXPENDITURE FY 2026</u>	<u>(B) ANTICIPATED EXPENDITURE FUTURE YEARS</u>
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DRAFT

TABLE 2 (B)
STA

Total Capital Funds Reserved
for Future Payment: \$ _____

<u>PROJECT</u> <u>DESCRIPTION</u>	(A) ANTICIPATED EXPENDITURE <u>FY 2026</u>	(B) EXPENDITURE <u>FUTURE YEARS</u>
--------------------------------------	---	---

TABLE 2 (C)
SB1 STA/SGR

Total Capital Funds Reserved
for Future Payment: \$17,246 _____

<u>PROJECT</u> <u>DESCRIPTION</u>	(A) ANTICIPATED EXPENDITURE <u>FY 2026</u>	(B) EXPENDITURE <u>FUTURE YEARS</u>
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Future Bus Replacement		\$17,246
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STAFF REPORT

Office of the City Manager

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Dominic Lazzaretto, City Manager
By: Justine Bruno, Deputy City Manager

SUBJECT: RESOLUTION NO. 7626 TERMINATING THE PROCLAMATION OF LOCAL EMERGENCY REGARDING THE JANUARY 2025 WINDSTORM AND EATON FIRE
CEQA: Not a Project
Recommendation: Adopt

SUMMARY

On January 13, 2025, the City Council adopted Resolution No. 7616, ratifying the Proclamation of Local Emergency, issued by the City Manager, acting as the Director of Emergency Services, in response to the January 2025 Windstorm and Eaton Fire. As of January 31, 2025, the Eaton Fire reached full containment and most of the significant debris and down tree limbs from the windstorm had been cleared and removed. With the high winds and wildfire events concluded, and the risk of mud and debris flow from winter storms diminished, it is recommended that the City Council adopt Resolution No. 7626, terminating the Proclamation of Local Emergency for the January 2025 Windstorm and Eaton Fire as of March 18, 2025.

BACKGROUND

Beginning on January 7, 2025, a significant windstorm and fire event impacted the City of Arcadia and the broader Los Angeles region. Winds ranging from 80-100 mph spurred several fires throughout the region, with the Eaton Fire threatening the City of Arcadia's urban-wildland interface. As a result of the wind event, Arcadia suffered extensive fallen trees and limbs, vegetation damage, and debris clean-up throughout the City, which required over three weeks to substantially clear with the assistance of the City's contractors for landscaping, tree maintenance, and waste hauling.

Fire impacts were concentrated in the urban-wildland interface and included a total loss of a storage structure and radio repeater, as well as damage to the netting at the Par 3 Golf Course, a retaining wall, fencing and other ornamental vegetation. Damages from the January 2025 Windstorm and Eaton Fire are estimated at \$2.66 million and

reimbursement is being pursued from the Federal Emergency Management Agency (“FEMA”) and the California Governor’s Office of Emergency Services (“CalOES”).

DISCUSSION

California Government Code Section 8630, et seq., authorizes the City Council to proclaim the existence of a local emergency to protect and preserve public welfare when the City is impacted by an emergency. As such, the City Council ratified the Proclamation of Local Emergency for the January 2025 Windstorm and Eaton Fire on January 13, 2025. Also under Government Code Section 8630(c), the City Council must review the need for continuing the local emergency at least once every 60 days. If continuance of the local emergency proclamation is no longer needed, the City Council shall proceed with termination.

The Eaton Fire further damaged hillsides that were last scarred by the Bobcat Fire in 2020, creating mud and debris flow from rainstorms that occurred in February and March 2025. In response to these storms, protective barriers were installed along key pathways on the hillside to protect Arcadia homes and property. Despite protective measures, one neighborhood in north Arcadia was covered in several inches of mud and debris, requiring extensive labor from City crews to remove and clean.

Upon further consultation with the Los Angeles County Office of Emergency Management, any debris and mudflow resulting from future rainstorms will be treated as its own emergency, separate and distinct from the Eaton Fire and Windstorm events. Upon this determination, it is recommended that the declaration of local emergency for the January 2025 Windstorm and Eaton Fire be terminated with an effective date of March 18, 2025.

ENVIRONMENTAL ANALYSIS

The proposed action of terminating an emergency declaration does not constitute a project under the California Environmental Quality Act (“CEQA”) Guidelines per Section 15061(b)(3), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

During the declaration of local emergency for the January 2025 Windstorm and Eaton Fire, the City submitted estimated costs for damages and emergency response totaling \$2,657,950. These costs are expected to qualify for at least partial reimbursement from state and federal agencies. The City has also submitted claims to its insurance carriers for the damage to City facilities. There are no direct fiscal impacts associated with terminating the emergency declaration.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and adopt Resolution No. 7626 terminating the Proclamation of Local Emergency regarding the January 2025 Windstorm and Eaton Fire.

Attachment: Resolution No. 7626

RESOLUTION NO. 7626

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA
TERMINATING THE PROCLAMATION OF A LOCAL EMERGENCY
REGARDING THE JANUARY 2025 WINDSTORM AND EATON FIRE

WHEREAS, California Government Code Section 8630, et seq., empowers the City Council to proclaim the existence of a local emergency to protect and preserve public welfare when the City is affected by a public calamity; and

WHEREAS, on January 7, 2025, and in the days thereafter, a significant windstorm event impacted the City of Arcadia and the broader region, with wind gusts reaching 80 – 100mph; and

WHEREAS, on January 7, 2025, and in the days thereafter, a series of urban and wild land fires burned across Los Angeles County, with the Eaton Fire impacting the La Cañada Flintridge, Altadena, Pasadena, Sierra Madre and Arcadia areas; and

WHEREAS, on January 8, 2025, the City Manager, as the acting Director of Emergency Services, issued a Proclamation (“the Proclamation”) declaring a local emergency pertaining to the January 2025 Windstorm and Eaton Fire events; and

WHEREAS, on January 8, 2025, the Assistant City Manager, as the acting Director of Emergency Services, issued an amended Proclamation (“the Proclamation”) declaring a local emergency pertaining to the January 2025 Windstorm and Eaton Fire events; and

WHEREAS, under Government Code Section 8630(b), the Proclamation must be ratified by the City Council within seven (7) days to remain in effect; and

WHEREAS, the City Council ratified the Proclamation by Resolution No. 7616 on January 13, 2025 (the “Resolution”); and

WHEREAS, the declaration of a local emergency provided for a coordinated public safety response to this fire emergency and windstorm debris cleanup to protect the lives and property of Arcadia residents; and

WHEREAS, California Government Code Section 8630, et seq., requires that the City Council of the City of Arcadia review, at least every 60 days until such local emergency is terminated, the need for continuing the local emergency; and

WHEREAS, California Government Code Section 8630, et seq., requires that the City Council of the City of Arcadia proclaim the termination of the local emergency at the earliest possible date warranted; and

WHEREAS, strong winds and fast-burning fires caused the issuance of the Proclamation, and such conditions no longer constitute a threat to the City of Arcadia neighborhoods and its urban-wildland interface; and

WHEREAS, the City Council does hereby find that due to the full containment of the Eaton Fire and the substantial completion of debris cleanup, there is no longer a need to continue the Declaration of Local Emergency.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council that the local emergency in the City of Arcadia, as set forth in the Resolution, is hereby terminated as of March 18, 2025.

[SIGNATURES ON NEXT PAGE]


Passed, approved and adopted this 15th day of April, 2025.

Mayor of the City of Arcadia

ATTEST:

City Clerk

APPROVED AS TO FORM:



Michael J. Maurer
City Attorney



STAFF REPORT

Human Resources Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Anely Williams, Human Resources Director

SUBJECT: AGREEMENT WITH ADMINSURE, INC. FOR WORKERS' COMPENSATION THIRD-PARTY CLAIMS ADMINISTRATION SERVICES IN THE AMOUNT OF \$582,312 FOR A FIVE-YEAR PERIOD, FROM JULY 1, 2025, THROUGH JUNE 30, 2030

CEQA: Not a Project

Recommendation: Approve

SUMMARY

On July 18, 2023, the City Council approved a two-year extension to the current Agreement with AdminSure, Inc. ("AdminSure") for third-party Workers' Compensation Claims Administration Services. With the current Agreement coming to an end, the City's risk pool, California Insurance Pool Authority ("CIPA"), renegotiated the new Agreement on behalf of the City of Arcadia and all other participating member cities. The proposed Agreement includes a 3% fee escalator, effective July 1 of each year, which is the same escalator that is included in the existing Agreement. To ensure continuity of service, and based on competitive pricing and excellent services provided, it is recommended that the City Council approve, authorize, and direct the City Manager to execute a five-year Agreement with AdminSure for Workers' Compensation Third-Party Claims Administration Services, from July 1, 2025, through June 30, 2030, in the amount of \$582,312, as follows:

- Fiscal Year 2025-26: \$109,680
- Fiscal Year 2026-27: \$112,968
- Fiscal Year 2027-28: \$116,364
- Fiscal Year 2028-29: \$119,856
- Fiscal Year 2029-30: \$123,444

BACKGROUND

The City of Arcadia is a member of CIPA, which operates within the guidelines of the Joint Powers Authority to self-fund the Workers' Compensation insurance program. The program requires the services of a Third-Party Administrator ("TPA") to handle the daily

operations of the City's claims. AdminSure has provided TPA services for the City's Workers' Compensation program since 1985.

However, to ensure the continuation of competitive pricing, CIPA issued a Request for Proposals ("RFP") for Workers' Compensation and Medical Management Services in 2020. Only two companies responded to the RFP. Of the two companies, AdminSure met all the contractual metrics required by CIPA, including indemnity requirements for all member cities, while also offering a fee structure that was considerably less than that of the second company.

DISCUSSION

The City's current Agreement with AdminSure is set to expire on June 30, 2025. Over the years, AdminSure has continued to show a strong commitment to the service provided to the City. AdminSure continuously evaluates the needs of its clients by taking into account the expressed areas of focus for each member agency, thus, providing a customized approach where feasible. AdminSure has demonstrated expertise with quick response times and an overall high level of service.

The services provided by AdminSure will continue to include all aspects of claims administration in compliance with the applicable Workers' Compensation Laws for the State of California, including, but not limited to, monitoring claims, setting and updating reserves, authorizing medical treatments, processing medical bills, and all reporting requirements mandated by Medicare and Medicaid. Additionally, AdminSure provides electronic access to their program database to review open and closed claims and reserves.

The proposed Agreement will end on June 30, 2030, when it can be renewed, renegotiated, or re-bid. However, if the City desires to terminate the Agreement at any time, the City may do so by providing 60 days' notice to AdminSure. A copy of the proposed Agreement is attached.

In consideration of the excellent service provided by AdminSure and the favorable Agreement, which maintains an existing 3% annual escalator, it is recommended that the City Council approve, authorize, and direct the City Manager to execute a five-year Agreement with AdminSure for Workers' Compensation Third-Party Claims Administration Services, from July 1, 2025, through June 30, 2030, in the amount of \$582,312.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

Adequate funding has been allocated in the upcoming Fiscal Year 2025-26 budget to support the Workers' Compensation Third-Party Claims Administration Services. Costs associated with these services for subsequent Fiscal Years will be addressed during the respective year's budget adoption process. Based on the 3% escalator, the agreement will have the following annual costs:

- Fiscal Year 2025-26: \$109,680
- Fiscal Year 2026-27: \$112,968
- Fiscal Year 2027-28: \$116,364
- Fiscal Year 2028-29: \$119,856
- Fiscal Year 2029-30: \$123,444

The total cost over five years will not exceed \$582,312.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute an agreement with AdminSure, Inc. for Workers' Compensation Third-Party Claims Administration Services in the amount of \$582,312 for a five-year period, from July 1, 2025, through June 30, 2030.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Proposed Agreement

**AGREEMENT FOR
CLAIMS ADMINISTRATION SERVICES**

Article 1. GENERAL

This Agreement is entered into on July 1, 2025 by and between the CALIFORNIA INSURANCE POOL AUTHORITY ("CIPA"), a California public joint powers authority, on behalf of the CITIES OF ARCADIA, BUENA PARK, CYPRESS, IRVINE, LAGUNA BEACH, MONTCLAIR, ORANGE, TUSTIN AND YORBA LINDA ("Member Cities or Member City") and AdminSure, Inc. ("Administrator").

Article 2. SCOPE OF APPOINTMENT/RELATIONSHIP OF THE PARTIES

Administrator, its agents and employees are hereby appointed as CIPA and/or Member Cities' agents and representatives to administer Member Cities' self-insured workers' compensation programs and processes, evaluate, adjust and handle workers' compensation claims against Member Cities. Administrator agrees to provide the services set forth in Article 4 of this Agreement.

The relationship of Administrator and CIPA and/or Member Cities established by this Agreement is that of independent contractors, and nothing contained in this Agreement shall be construed to establish an employer/employee relationship or to constitute the parties as partners, joint ventures, co-owners, or otherwise as participants in a joint and common undertaking. Administrator, its agents and employees are representatives of CIPA and/or Member Cities only for the purpose of administering Member Cities' self-insured workers' compensation program as set forth in this Agreement, and they have no power or authority as agent, employee, or in any other capacity to represent, act for, bind or otherwise create or assume any obligation on behalf of CIPA and/or Member Cities for any purpose whatsoever, except as specifically required to perform Administrator's obligations under this Agreement.

Article 3. DURATION

This Agreement applies to all work performed by Administrator which is described in Article 4, whether performed in anticipation of or following the execution of this Agreement. The initial term shall begin on July 1, 2025 and shall expire June 30, 2030. Subsequent annual terms from July 1 to June 30, may be mutually agreed upon between the parties.

The Agreement shall automatically renew from year-to-year subject to termination by either party at any time during the life of the Agreement upon sixty (60) days written notice. CIPA maintains the right to terminate this Agreement if CIPA determines that it is in the best interest to do so, in CIPA's sole discretion and with or without cause. In the event Member Cities purchase workers' compensation insurance or its Certificate of Consent to Self-Insure is rescinded or revoked, this Agreement shall automatically terminate upon the effective date of such event. When this Agreement is terminated, the parties shall, as necessary, make an adjustment to the payment schedule in Article 6 to prorate fees through date of termination. Thereafter, Member Cities shall pay Administrator moneys due and owing after such adjustment, if any, or Administrator shall refund moneys due and owing Member Cities after such adjustment, if any. Adjustments due and owing shall be paid within 60 days after termination of the Agreement.

Upon notice of termination of the Agreement, the Administrator will fully cooperate with the new Administrator, CIPA and Member Cities in providing required information and service. Failure to fully cooperate will result in a 10% reduction in fees paid to the Administrator during the period the Administrator does not fully cooperate.

Article 4. ADMINISTRATOR SERVICES

Administrator will provide Member Cities the following services:

1. **Claims Administration**

- A. Administrator will adhere to the *Minimum Performance Standards for Workers' Compensation Claims Administration Policy*, as contained in Addendum 1. Policy revisions adopted by CIPA's Board of Directors shall be automatically incorporated into this Agreement. Any such revisions will be reviewed with Administrator prior to adoption by CIPA
- B. Provide all forms and reports necessary for the efficient operation of Member Cities' programs of self-insurance with respect to workers' compensation claims and prepare and file all forms and reports required by law in a timely manner.
- C. Administrator will participate and assist Member Cities in coordination of this program with other associated disability and medical programs.
- D. At the request of Member Cities, Administrator will attend hearings at no charge to Member Cities.
- E. Maintain records in accordance with legal requirements.
- F. Perform other general administrative services, as necessary, to effectively discharge Member Cities' duties to its employees and under the workers' compensation State statutes.

2. **Communication and Training**

- A. Attend CIPA and Member City meetings as requested.
- B. Conduct on-site formal educational programs for supervisors, managers and other staff responsible for managing the workers' compensation program as requested, and at least once a year.
- C. Review open claims, procedures and other issues on-site at each Member City, as requested.
- D. Conduct meetings with Member Cities' preferred medical providers to maximize effectiveness of procedures and medical care as requested, and no more than quarterly for each Member City.
- E. To the extent allowable by law, provide copies of file correspondence and documentation as requested by CIPA and/or Member Cities.

3. **State and Federal Reports**

- A. Prepare Self-Insurer's Annual Reports for Member Cities' and/or CIPA's signature and submission to the State of California.
- B. Prepare Federal Information Return (Forms 1099) for applicable payments.

4. **Information Management System**

- A. In coordination with CIPA and/or Member Cities, develop management reports that assist CIPA and/or Member Cities and Administrator in effectively managing the workers' compensation program. Standard Reports will be provided within ten (10) days after the end of the month or quarter.
- B. Any hardware or cabling required by Member Cities to access the on-line system is Member Cities' responsibility.
- C. The Administrator will report loss information to the excess insurance carrier(s), including CIPA, in accordance with established procedures.

5. **Consulting**

Provide a comprehensive Annual Program Review which:

- A. Analyzes past statistics, program costs and projects future trends.
- B. Recommends program changes to favorably impact costs and improve procedures.
- C. Upon request, Administrator will provide a comprehensive program review more frequently than annually.

6. **Compliance**

Provide all services in accordance with the applicable Workers' Compensation Laws of the State of California.

7. **Allocated Loss Expense**

"Allocated loss expense" shall mean all reasonable costs actually incurred by Administrator including, without limitation, all Workers' Compensation Appeals Board or court fees and expenses; fees for service or process; copy service; fees to retain attorneys; the cost of the services of investigators to perform surveillance; and other professional assistance required to provide these services, if previously authorized by Member City. Allocated loss expense shall not include any costs or expenses incurred by Administrator in connection with services performed by it, which services are approved by CIPA and/or Member Cities and are normally performed in the course of administering workers' compensation claims. Allocated charges are to be paid by Member Cities.

8. **Index Bureau & Edex Charges**

Index Bureau and Edex charges will be paid by the Administrator. Copies of the reports will be distributed to Member Cities within 10 days of receipt.

9. **Storage of Closed Claims**

Administrator will provide storage of all closed claims, including storage of closed claims from prior administrator(s).

Article 5. MEMBER CITY OBLIGATIONS

In connection with this Service Agreement, Member Cities accept responsibility to:

- A. Provide data to Administrator on a timely basis to permit compliance with State of California reporting requirements.
- B. Arrange for checking account and provide appropriate funding.

Article 6. COMPENSATION

In consideration of the services provided by Administrator, each Member City agrees to pay Administrator the monthly fee as shown below. CIPA has no obligation to pay fees:

A. Claims Administration

Monthly claims administration fees by Member are shown on the following page:

Member	Monthly Fee	Monthly Fee	Monthly Fee	Monthly Fee	Monthly Fee
City	7/1/25-6/30/26	7/1/26-6/30/27	7/1/27-6/30/28	7/1/28-6/30/29	7/1/29-6/30/30
Arcadia	\$9,140	\$9,414	\$9,697	\$9,988	\$10,287
Buena Park	\$12,026	\$12,387	\$12,759	\$13,141	\$13,536
Cypress	\$3,689	\$3,800	\$3,914	\$4,032	\$4,153
Irvine	\$31,846	\$32,801	\$33,785	\$34,798	\$35,842
Laguna Beach	\$13,843	\$14,259	\$14,686	\$15,127	\$15,581
Montclair	\$4,649	\$4,789	\$4,933	\$5,081	\$5,233
Orange	\$22,244	\$22,911	\$23,599	\$24,307	\$25,036
Tustin	\$9,541	\$9,827	\$10,122	\$10,426	\$10,738
Yorba Linda	\$130	\$134	\$138	\$142	\$146

B. Ancillary Services

Ancillary services are not tied to this Agreement and may be purchased from another vendor at the option of Member Cities. Administrator's fee is \$4.00 per bill when bill review services provided by a third-party vendor.

When ancillary services are purchased from Administrator, the fee shall be as follows and no additional fees shall be charged without CIPA's written authorization and incorporation into the Agreement: All ancillary services provided through Administrator by a third-party vendor shall be billed at actual cost with no "mark-up" by the Administrator.

1. Bill Review

The flat fee per bill, including challenged and duplicate bill is \$10.00, plus when applicable, \$0.60 for e-bill/OCR.

The PPO fee is 20% of savings above the fee schedule except for Blue Cross PPO which is at 23% of savings. PPO fees shall be billed at cost with no mark-up.

If bill review services are not purchased from AdminSure, all electronic data interchange services will be provided by vendor, and not by AdminSure.

2. Utilization Review

The Utilization Review fee is \$105.00 flat fee per review/decision with a 3% increase in each subsequent year. Examiners will perform Utilization Review in accordance with CIPA's *Workers' Compensation Treatment Protocols Policy* unless otherwise directed by CIPA or Member City.

Utilization review by a physician is billed separately at ten (10) minute increments, at the rate of \$250 per hour with a 3% increase in each year.

Administrator shall reimburse Member Cities within thirty (30) days for any Utilization Review or physician review that is not in compliance with the *Workers' Compensation Treatment Protocols Policy* or as directed by CIPA and/or Member City.

Article 7. REIMBURSEMENTS

Member Cities agree to reimburse Administrator within thirty (30) days of presentation of an itemized statement for the costs of charges not considered allocated expenses or included in Administrator's fee, which are incurred on behalf of Member Cities, provided Member Cities have previously authorized such expense.

Article 8. AUDITS

Administrator agrees to cooperate with CIPA in making all claim files and records available to CIPA for audit by CIPA or Member City's appointed representatives including auditors. During normal office hours, CIPA and/or Member City's representatives, including auditors shall have reasonable access to the necessary portions of Administrator's facilities, files and records for review or audit purposes, so as not to interfere with Administrator's normal business.

Article 9. ASSIGNMENTS

Neither party may assign this Agreement, in part or in total, without the express written consent of the other party.

Article 10. LEGAL RESPONSIBILITIES

The Administrator shall comply with all State and Federal laws, as well as all county and municipal ordinances and regulations which in any manner affect the performance of services pursuant to this agreement, or persons employed by the Administrator.

Administrator agrees that in the performance of the terms of this Agreement, no discrimination shall be made in the employment of persons because of race, color, national origin, ancestry, or religion of such persons. A violation of this provision will subject the Administrator to all penalties imposed by law.

Article 11. INSURANCE

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the existing policies do not meet the insurance requirements set forth herein, Administrator agrees to amend, supplement or endorse the policies to do so.

Without limiting the indemnity provisions of this Agreement, the Administrator shall procure and maintain in full force and effect during the term of this Agreement, the following policies of insurance.

1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. **Commercial General Liability (CGL)** which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- B. **Automobile Liability** with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage.
- C. **Workers' Compensation** as required by the State of California with statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.
- D. **Professional Liability** with limit of not less than \$2,000,000 each claim and \$3,000,000 aggregate. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusion that may potentially affect the work to be performed.
- E. **Cyber Privacy Liability** in an amount not less than \$2,000,000 per claim and annual aggregate, covering (1) all acts, errors, omissions, negligence, infringement of intellectual property; (2) network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or negligence in the handling of confidential information, privacy perils, including coverage for related regulatory defense and penalties; (3) system failure, damage to or destruction of electronic information, data recovery, business interruption, cyber extortion, and information theft; and (4) data breach expenses payable whether incurred by CIPA, Member Cities or Administrator, including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for City or on behalf of City hereunder.

The policy shall contain an affirmative coverage grant for bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.

If a sub-limit applies to any elements of coverage, the certificate of insurance evidencing the coverage above must specify the coverage section and the amount of the sub-limit.

- F. **Crime Bond** in amount not less than \$2,000,000 to include at a minimum employee theft, forgery or alteration, computer fraud and funds transfer fraud.

2. **Endorsements**

Insurance policies shall not comply if they include any limiting provision or endorsement. The insurance policies shall contain, or be endorsed to contain, the following provisions:

A. **Commercial General Liability**

- (1) **Additional Insured:** California Insurance Pool Authority and Member Cities, elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Administrator including materials, parts or equipment furnished in connection with such work or operations.

Additional Insured Endorsements shall not:

1. Exclude "Contractual Liability"
2. Be limited to "Ongoing Operations"
3. Restrict coverage to the "sole" liability of Administrator
4. Exclude "Third-Party-Over Actions"

5. Contain any other exclusion contrary to the Agreement

Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 20 37.

- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance. Coverage shall be at least as broad as ISO CG 20 01 04 13.

B. Auto Liability

- (1) **Additional Insured:** California Insurance Pool Authority and Member Cities, elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Administrator.
- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance.

C. Workers' Compensation

- (1) **Waiver of Subrogation:** A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

D. Crime Bond

- (1) **Loss Payee:** Losses payable under the policy shall be paid to the Member Cities as their interests may appear.

3. Insurance Obligations of Administrator

The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to the Administrator; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds more than or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the Administrator under this Agreement.

4. Notice of Cancellation

Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City, except ten (10) days shall be allowed for non-payment of premium.

5. Waiver of Subrogation

Required insurance coverages shall not prohibit Administrator from waiving the right of subrogation prior to a loss. Administrator shall waive all rights of subrogation against the indemnified parties and policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

6. **Evidence of Insurance**

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if so, approved in writing by the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Administrator shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

7. **Self-Insured Retention**

Self-insured retentions (SIR's) must be approved in writing by CIPA and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not containing a self-insured retention. CIPA may require the Administrator to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the Administrator or the City. Self-insured retentions shall be the sole responsibility of Administrator. Member Cities may deduct from any amounts otherwise due Administrator to fund the SIR. Policies shall also provide that defense costs, including the allocated loss adjustment expenses, will satisfy the SIR.

8. **Contractual Liability**

The coverage provided shall apply to the obligations assumed by the Administrator under the indemnity provisions of this Agreement.

9. **Failure to Maintain Coverage**

Administrator agrees to suspend and cease all operations hereunder during such period as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due until Administrator has fully complied with the insurance provisions of this Agreement.

If the Administrator's operations are suspended for failure to maintain required insurance coverage, the Administrator shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

10. **Acceptability of Insurers**

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

11. **Claims Made Policies**

If coverage is written on a claims-made basis, the retroactive date on such insurance and all subsequent insurance shall coincide or precede the effective date of the initial Administrator's Agreement with the City and continuous coverage shall be maintained or an extended reporting period shall be exercised for a

period of at least five (5) years from termination or expiration of this Agreement.

12. Insurance for Subcontractors

Administrator shall be responsible for causing subcontractors to purchase the same types and limits of insurance in compliance with the terms of this Agreement, including adding the CIPA and Member Cities as Additional Insureds, providing Primary and Non-Contributory coverage and Waiver of Subrogation to the subcontractor's policies.

Article 12. INDEMNIFICATION

Administrator shall defend, indemnify and hold harmless CIPA and/or Member Cities including its governing board, directors, officers, administrators, employees, and agents, from any and all claims, losses and liabilities against or incurred by CIPA and/or Member Cities arising out of the actions, omissions to act or other conduct of Administrator, its agents, employees or subcontractors, in the performance of its duties under this Agreement or otherwise in connection with its activities pursuant to this Agreement. This includes, but is not limited to, any breach by Administrator of its duties or responsibilities under the Agreement, as well as any losses occasioned by a failure of Administrator to provide the services contracted for by CIPA pursuant to this Agreement. In addition, Administrator agrees to assume the defense, at Administrator's expense, using attorneys reasonably acceptable to CIPA of any lawsuit or other proceeding which names CIPA and or Member Cities or its directors, officers, employees and agents as defendants.

Article 13. BUSINESS LICENSE

Administrator shall maintain a business license for each City as required.

Article 14. RIGHTS TO DATA

All claim files, paper and computer, are and shall remain the property of CIPA and/or Member Cities. CIPA and/or Member Cities reserve the right to obtain original claim files, data discs, copies of reports and other documents applicable to CIPA and/or Member Cities in the event this Agreement is terminated. No documents shall be destroyed unless they have been scanned into the system. Original documents received after termination of this agreement shall be forwarded to the new administrator. Administrator shall bear the cost of relocating any claim files from the premises of Administrator to the premises of CIPA or designated party upon termination of the Agreement.

Article 15. CONFIDENTIALITY

It is agreed and understood that Administrator shall treat information, reports and analyses obtained or developed pursuant to this Agreement as being confidential. Prior written consent from CIPA and/or Member Cities shall be required before any information, in any format, is disclosed to any third party. It is further agreed and understood that Administrator shall produce, maintain and dispose of all such information, reports and analyses in a manner to guarantee reasonable safeguards to such confidentiality.

Article 16. INTERNAL SERVICES PROVIDED BY ADMINISTRATOR

No internal services shall be provided for a fee without the express written permission of Member Cities.

Article 17. EXTERNAL PROVIDER/VENDOR SERVICES

All services provided by external providers/vendors shall be approved by Member Cities and billed at actual cost with no "mark-up" by the Administrator. All external providers/vendors will be selected from a panel approved by each Member City.

Article 18. DOCUMENTS/CORRESPONDENCE

Each Member City will designate documents/correspondence they will require for their files and a timeframe for receipt of such documents/correspondence.

Article 19. MATERIAL PROBLEMS AND REGULATORY CHANGES

The Administrator will advise CIPA on any material problems or need for improvements in any matter related to this Agreement, including advice relating to changes and proposed changes in statutes, regulations and rules affecting Member Cities' workers' compensation programs.

Article 20. CONFLICT OF INTEREST

Administrator agrees to disclose to CIPA any potential conflicts of interest, including but not limited to other sources of income.

Article 21. NOTICES

All notices required or permitted hereunder shall be sent to the other party at the following addresses, or at such other address as may be provided in writing to the other party from time to time:

To Administrator: Alithia Vargas-Flores, President
AdminSure Inc.
3380 Shelby Street
Ontario, CA 91764-5566
avargas-flores@adminsire.com

To CIPA: Janet D. Kiser, General Manager
California Insurance Pool Authority
567 San Nicolas Drive, Suite 300
Newport Beach, CA 92660
jk@kiserco.com

Article 22. DWC AUDIT PENALTY

All penalties assessed by the Workers' Compensation Division, Office of Benefit Assistance and Enforcement shall be paid, whether directly or through reimbursement, by the party responsible for the assessment of the penalty. No claim shall be settled to include payment of any penalty without the express written consent of the Member City or CIPA. Settlement of any penalty incurs an additional settlement cost and the responsible party shall pay the additional cost for the penalty. If either party disputes the liability for payment of the penalty, the parties shall negotiate to resolve the dispute. If the dispute is not resolved within 30 days after notice to both parties of the penalty, then such dispute shall be submitted to arbitration for determination of the party responsible for the assessment and payment of the penalty. The provisions of this Article shall survive any termination of this Agreement.

The Administrator shall provide a detailed monthly listing of penalties identifying those payable by Member Cities and those payable by the Administrator. The listing shall include fines, penalties and 10% self-imposed increases paid through settlement of a claim. The obligations of the Administrator to pay for fines, penalties, and 10% self-imposed increases shall survive the termination of this Agreement.

Article 23. MMSEA REPORTING & PENALTIES

The Administrator shall report all claims in compliance with Medicare, Medicaid and SCHIP Extension Act (MMSEA) Section 111 Mandatory Reporting.

All Section 111 penalties shall be paid by the Administrator. CIPA and Member Cities shall be promptly notified of any Section 111 penalties assessed. The obligation of the Administrator to pay for penalties shall survive the termination of this Agreement.

Article 24. ASSIGNED PERSONNEL

Each examiner assigned to CIPA will not have a case load that exceeds 150. Caseloads for examiners shall not exceed 150, unless approved in writing by the Member City. Caseloads that include future medical and medical only claims shall count these claims as 2:1 in the caseload limit. Dedicated examiners will not handle claims for any other account. Designated examiners, assistants and medical only clerks will be assigned. If the caseload of an examiner exceeds 150 claim files for two consecutive months, CIPA and/or Member Cities will have the discretion of allowing the overflow or will have the Administrator assign an additional non-dedicated examiner to handle the overflow claims.

Administrator shall provide CIPA and Member Cities with an accounting of caseloads each June 30 and December 31. The accounting for each examiner shall include (1) the name or pseudo name of all assigned clients; and (2) the number of claims, by claim type, for each client. Each examiner shall sign acknowledgement of their claims count and provide to CIPA and Member City.

The examiner assigned to the account must have a minimum of five (5) years full-time experience as a workers' compensation examiner in California, unless requirement is waived by Member City, and the examiner shall have a California Self-Insured Workers' Compensation Certificate.

Member Cities must approve personnel assigned to their account. If, for any reason, the service provided by assigned personnel is unsatisfactory, the Administrator will agree to assign replacement personnel approved by Member Cities.

Article 25. FUNDS

Member Cities may provide Administrator initial funding in an amount mutually agreed to by each Member City and Administrator to be held in trust by and used by Administrator to meet the obligations of Member Cities. Administrator and Member Cities may establish written procedures for approval or ratification of expenditures from such trust accounts and methods of handling such funds; in such event Administrator shall provide a copy of the written procedures to Member Cities. Trust funds shall be used and paid out by Administrator only in the manner set forth in this Agreement.

Article 26. WAIVER

The failure of either party at any time to enforce any right or remedy available to it under this Agreement with respect to any breach or failure by the other party shall not be constructed to be a waiver of such right or remedy.

Article 27. MISCELLANEOUS

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. If any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, the remaining portions of this Agreement shall remain in full force and effect. Any modifications of this Agreement must be in writing and signed by both parties.

Each Member of CIPA identified herein shall be a third-party beneficiary of this Agreement with the right to enforce the provisions of this Agreement against Administrator.

In witness whereof the parties hereto have signed this Agreement as of the date set forth in Article 1.

CIPA: California Insurance Pool Authority

Authorized Signature

Print Name

Title

Date

ADMINISTRATOR: AdminSure, Inc.

Authorized Signature

Print Name

Title

Date

**MINIMUM PERFORMANCE STANDARDS
CLAIMS ADMINISTRATOR**

Member Agencies shall either incorporate these minimum performance standards into signed agreements with their claims administrator or obtain signed acknowledgement from their claims administrator that they will comply with the Minimum Performance Standards established by California Insurance Pool Authority (CIPA). Copies of the agreements or signed acknowledgments shall be provided to CIPA. Claims will be audited for conformance with this Policy.

The most stringent requirements shall apply if there is any conflict between these standards and the Labor Code or Code of Regulations.

This Policy is divided into the following sections:

1. CASELOADS
2. INITIAL FILE SET-UP AND THREE-POINT CONTACT
3. CASE REVIEW
4. COMMUNICATION
5. FILE DOCUMENTATION
6. SUPERVISORY REVIEW
7. PAYMENTS & NOTICES
8. INVESTIGATIONS
9. MEDICAL MANAGEMENT & COST CONTAINMENT
10. RETURN TO WORK
11. SUPPLEMENTAL JOB DISPLACEMENT/REHABILITATION MANAGEMENT
12. ALLOCATION OF CLAIM COSTS TO APPROPRIATE FILE
13. LITIGATION MANAGEMENT
14. CLAIM RESOLUTION & SETTLEMENT AUTHORITY
15. SUBROGATION
16. RESERVING
17. EXCESS INSURANCE REPORTING
18. MEDICARE REPORTING

1. CASELOADS

- A. Caseloads for examiners shall not exceed 150, unless approved in writing by the Member Agency. Caseloads that include future medical and medical only claims shall count these claims as 2:1 in the caseload limit.
- B. Administrator shall provide CIPA and Member Agency with an accounting of caseloads each June 30 and December 31. The accounting for each examiner shall include (1) the name or pseudo name of all assigned clients; and (2) the number of claims, by claim type for each client. Each

examiner shall sign acknowledgement of their claims count and provide to CIPA and Member Agency.

- C. Supervisory personnel shall not handle a caseload. Exceptions may be made for a small number of claims involving special issues.

2. INITIAL FILE SET-UP AND THREE-POINT CONTACT

- A. Claims will be created and entered in the computer within one business day of receipt of the Form 5020.
- B. All Employers' Reports of Occupational Injury or Illness, or notification of a new claim from any other source, will be reviewed for compensability and a decision made to accept, delay or deny within seven (7) calendar days of receipt, or sooner if a delay in payment or notice will result.
- C. Employees will be contacted by telephone or in person within one (1) business day of receipt of a claim by the claims administrator unless the employee is represented by an attorney. During this initial contact, employees will be provided with an explanation of their benefits and will be asked whether they have any questions or concerns, which shall be addressed immediately. A benefits pamphlet will be sent to the employee notifying them of their rights under workers' compensation laws of California. The claims examiner shall contact the employer for assistance if unable to contact the employee. All contact and attempts to contact employee, and employer shall be documented in the file.
- D. The Member Agency will be contacted within two (2) business days of receipt of a claim to verify continuing disability, clarify issues and request additional required information. Contact will be made sooner if delay will result in a late payment or a penalty situation.
- E. The employee's treating doctor will be contacted within two (2) business days of receipt of claim to verify duration of disability, compensability, proposed treatment, clarify issues and request additional information. Contact will be made sooner if a delay will result in a late payment or penalty situation. Thereafter, until the employee returns to work, the examiner shall maintain contact at least every thirty (30) calendar days with the attending physician, obtain medical reports, monitor medical treatment, and facilitate an early return to work.

3. CASE REVIEW

- A. Lost-time claims, except for future medical claims, shall be reviewed on diary by the assigned examiner no less than every sixty (60) calendar days or more frequently when needed.
- B. In cases where claims investigations are being conducted, claims will be placed on diary no less than every fourteen (14) calendar days by the assigned examiner until all outstanding issues have been resolved.
- C. Medical only claims will be reviewed no less than every 120 calendar days for possible closure. They will be transferred to an indemnity claim when disability is due, compensability is an issue, they are over 120 calendar days old or medical payments (excluding diagnostic expenses) exceed \$1,500.
- D. Future medical claims will be reviewed on diary at least every ninety (90) calendar days. The extent and appropriateness of medical treatment shall be evaluated and documented in the notepad entries.
- E. All files shall be reviewed for closure and closed within thirty (30) calendar days from the date all issues have been resolved.

4. COMMUNICATION

- A. The injured or ill employee will be contacted at least every two (2) weeks while they are disabled from working unless they are represented by an attorney, or their claim has been finalized.

- B. Employer contact is required to verify continuing disability and explore the availability of modified or light duty work before processing disability payments.
- C. The employee will be called before sending notification of permanent disability and PQME letter, to explain the process and answer the employee's questions.
- D. The Member Agency will be notified of any claim being delayed or denied before a Notice is sent to the employee. The Member Agency will also be notified before any questionable claim is accepted.
- E. The Member Agency will be notified within three (3) business days after knowledge that employee has been found permanent and stationary by the treating doctor.
- F. Telephone calls will be returned within one (1) business day. If the staff member called is not available within this time frame, another designated staff member will return the call.
- G. All written communications received shall be stamped with date of receipt.
- H. The examiner shall respond to all written communications within five (5) business days of receipt or sooner if an immediate response is required.

5. FILE DOCUMENTATION

- A. All files will have a "Plan of Action" identified, including time frames for completing activity. Progress on the plan of action will be documented, as well as the reasons for any delays or modifications to the plan and include all information that relates to the direction and value of the case. An active case strategy will be documented in the file until closure. The plan of action shall be updated at each diary review.
- B. Delayed claims will clearly document the reasons for the delay, the information needed to determine compensability and the anticipated date of a final decision. In no case will the final decision be more than eighty-five (85) calendar days from the Member Agency's date of knowledge. Cases will be diaried at least every fourteen (14) calendar days or sooner to monitor the investigation process. All delays in decision letters will be reviewed by the appropriate supervisor before mailing.
- C. All denied claims will document the factual, medical, or legal basis for denial in accordance with State statutes. Denials will be made as soon as information is available that the claim should be denied. All denial letters will be reviewed by the appropriate supervisor before mailing.
- D. Notes and activities entered in the computer system must be dated and identify who completed. All action must be documented in the computer file notes.
- E. File notes shall not be copied from prior entries without reviewing for relevance and accuracy.
- F. All files will contain file contents as specified in the California Code of Regulations.

6. SUPERVISORY REVIEW

- A. Indemnity claims, excluding future medical claims, will be reviewed by the appropriate supervisor no less frequently than every 120 calendar days and at the following intervals: file creation, before cases are delayed and/or denied, when reserve increases exceed the examiner's limit of authority, proposed settlements or payments exceed the examiner's limit of authority, at AOE/COE and subrosa investigative referrals, at medical case management referrals, upon defense counsel referrals, fifteen (15) calendar days before mandatory settlement conferences and fifteen (15) calendar days before scheduled trials. Review by the supervisor, including recommended action, shall be documented.

- B. Future medical claims shall be reviewed by the supervisor at least every 180 calendar days. Review shall include the extent and appropriateness of medical treatment and the supervisor shall document their findings and recommendations.
- C. Supervisors shall review files to determine if present and prior plans of action are being implemented.
- D. Supervisors shall review all status report, including adequacy of reserves before forwarding to CIPA. Any outstanding issues should be identified by the supervisor and the status report corrected prior to forwarding to CIPA.

7. PAYMENTS & NOTICES

- A. Accurate and timely benefits will be paid to employees as required by State statutes.
- B. All medical, legal, rehabilitation, investigation and other service provider invoices will be reviewed before payment for causal relationship to injury and whether services billed are for services requested. Invoices will be paid according to State allowable rates, appropriateness, compliance with any agreements in place with the facility, or as agreed to when service was requested. Vendors providing service at an excessive rate, or billing for services that are not requested or required will be notified of the amount and reason for their reduction in payment. Member Cities shall be notified of any provider who continues to bill unreasonably for services.
- C. Reimbursements to injured workers shall be issued within fifteen (15) calendar days of the receipt of the claim for reimbursement.
- D. Advance travel expenses shall be issued to the injured worker no less than ten (10) calendar days prior to the date of travel.
- E. Indemnity files shall be balanced when benefits are ended to reconcile periods and amounts due compared to actual payments. File notes shall contain the reconciliation.
- F. Penalties shall be coded to be identified as a penalty payment.
- G. Annual proof of life confirmation shall be obtained from claimants receiving life pensions.
- H. Accurate and timely Benefit Notices will be sent in accordance with the California Code of Regulations.

8. INVESTIGATIONS

- A. Investigations shall be initiated within seven (7) business days after a claim is delayed. This may include, but not be limited to, taking employee/witness statements, obtaining services of investigator, requesting medical records, and beginning medical evaluation process.
- B. On questionable indemnity claims, investigative assignments will be made to outside vendors with prior authorization from Member Agency. Referrals will include specific written instructions regarding the scope of the investigation.
- C. Where medical causation is unclear, a qualified medical examination (QME) or agreed medical examination (AME) will be scheduled. All relevant medical records and investigative information will be provided to the physician for review before the date of examination.
- D. An Index Bureau and Edex Request will be submitted on all new indemnity claims. Thereafter, on claims not finalized, requests will be submitted at appropriate intervals if the possibility of other injuries is suspected, and when requested by Member Agency.
- E. Investigators will be selected from a panel approved by Member Agency. The examiner shall evaluate and monitor the panel's performance. All concerns or recommendations for panel additions/deletions will be discussed with Member Agency.

- F. Copies of voluminous medical records by subpoena or copy service will not be obtained unless necessary to the defense of the claim. The examiner will first attempt to obtain copies through plaintiffs' attorney by seeking their cooperation in providing the desired records.

9. MEDICAL MANAGEMENT & COST CONTAINMENT

- A. Employees who have not pre-designated a personal physician will be directed to panel medical providers. Panel medical providers will be selected and approved by Member Agency. The examiner shall evaluate and monitor the panel's performance. All concerns or recommendations for panel additions/deletions will be discussed with Member Agency.
- B. Medical treatment will be monitored to ensure that treatment is appropriate and related to the compensable injury or illness. Inappropriate medical reports will be objected to timely.
- C. Independent medical examinations by qualified physicians will be scheduled when needed to address necessity or reasonableness of care. A cover letter will be provided to the physician outlining the specific issues and concerns along with the examiner's questions. All medical records shall be sent to the physician prior to the examination.
- D. Pre-existing medical conditions and medical records will be explored/obtained on lost time claims and as requested by Member Agency.
- E. Treatment recommendations for care such as physical therapy, chiropractic manipulations, etc., will be verified with the physician as to duration, frequency, and anticipated results.
- F. Authorization must be obtained in advance and in writing from CIPA for the selection of an Agreed Medical Examiner (AME) on claims reportable to CIPA. Written authorization must be obtained before any agreement is reached with the applicant's attorney.
- G. Claims referred for outside medical management services will reflect the intent and scope of services requested and must be authorized on a case-by-case basis by Member Agency. The Member Agency will approve medical management firms and all other review firms.
- H. On future medical claims, yearly medical reports will be obtained if the employee continues to receive medical treatment.
- I. Medical bills submitted without a supporting medical report will not be paid until a medical report is obtained. Medical bills will be paid/denied/objected to in accordance with State statutes and paid in accordance with the fee schedule or negotiated rate.
- J. Medical-legal costs will be reviewed for appropriateness and necessity. Bills which do not qualify as valid medical-legal expenses will be objected to on a timely basis according to the Labor Code.

10. RETURN TO WORK

- A. The Member Agency shall be notified immediately of an injured employee's temporary work restrictions or release to full duty and assist in returning the employee to work. Follow-up with the Member Agency shall take place no less than fourteen (14) calendar days after initial notice to the Member Agency.
- B. The Member Agency shall be notified immediately of an employee's permanent work restrictions so that the Member Agency can determine the availability of alternative, modified or regular work. Follow-up with the Member Agency shall take place no less than fourteen (14) calendar days after initial notice to the Member Agency.

11. SUPPLEMENTAL JOB DISPLACEMENT/REHABILITATION MANAGEMENT

- A. For injuries on or after January 1, 2004, the examiner shall coordinate with Member Agency to offer modified or alternate work within ten (10) calendar days of the last payment of temporary disability.
- B. For injuries on or after January 1, 2004, employees not returning to work shall be provided a supplemental job displacement benefit in accordance with regulations, including the issuance of timely notices.

12. ALLOCATION OF CLAIM COSTS TO APPROPRIATE FILE

- A. For all injuries resulting in the need for permanent disability and/or future medical care where the injured worker has a prior claim to the same body part, the examiner shall obtain a medical opinion addressing allocation and payment of future benefits. The medical opinion is to determine the specific allocation for permanent disability and a separate allocation for future medical care related to the industrial injuries. The percentage allocated to indemnity and future medical care benefits will not be assumed to be the same.
- B. Payments and reserves will not be lumped on one claim when a claimant has multiple claims, including continuous trauma claims. Files will accurately reflect the payments and reserves related to the exposure on each separate claim.

13. LITIGATION MANAGEMENT

- A. The examiner shall retain primary responsibility on all claims referred to defense counsel. Defense counsel will not be used to perform routine activities that should be the responsibility of the examiner. Some examples of routine tasks include, but are not limited to, setting medical examinations, preparing medical cover letters, filing, and serving medical reports, negotiating liens, and arranging for photocopying, investigators, or other outside vendors. Exceptions will be approved by the Member Agency.
- B. Legal counsel will be selected from a panel approved by the Member Agency. The examiner shall evaluate and monitor the panel's performance. Legal counsel will be reviewed for their ability to identify issues, aggressiveness in resolving claims, responsiveness, timeliness, and billing practices. All concerns or recommendations for panel additions/deletions will be discussed with the Member Agency.
- C. Claims sent to defense counsel will be accompanied by a transmittal letter outlining the status of the case, result of investigation, primary issues, requested action, and a copy of any pertinent documentation. Ongoing documentation will be sent timely to defense counsel.
- D. At the close of discovery on cases going to trial, the file shall be adequately prepared to include necessary depositions, medical examinations and witness identification and contact information.
- E. When copies of medical reports or other records are required by defense counsel, the examiner shall make copies and provide them to defense counsel. All invoices for photocopying will be closely monitored to assure compliance with this requirement.
- F. If defense counsel or the examiner learns of new information that could influence the outcome of the trial, they must immediately inform each other. The strategy to resolve the claim will then be assessed.
- G. The examiner is responsible for monitoring compliance with CIPA's Workers' Compensation Program Defense Counsel Policy. CIPA Members, and CIPA if applicable, shall be copied on follow-up requests to defense counsel when out of compliance. All claims examiners are responsible for being fully knowledgeable of the requirements in the Workers' Compensation Program Defense Counsel Policy

14. CLAIM RESOLUTION & SETTLEMENT AUTHORITY

- A. Action shall be taken within thirty (30) calendar days to finalize a claim upon receipt of medical information that a claim can be finalized and every forty-five (45) days thereafter until settled. Continued follow-up shall occur, including with legal counsel to facilitate a settlement. The file shall document all efforts and communications regarding a settlement.
- B. Claim files shall fully document the value of any anticipated or proposed settlement. Settlement worksheets shall be prepared and submitted to Member Agency, and to CIPA if indicated, for approval on all settlements as required. Overpayments shall be identified on any settlement request.
- C. All settlement offers requiring any payment or potential payment from CIPA must be approved in writing in advance by CIPA. Neither the examiner or legal counsel shall make any recommendations or commitments to injured employees or their legal counsel for settlements that involve or potentially involve CIPA funds, without CIPA's prior approval.
- D. Proof of settlement authorization from the Member Agency, and CIPA if applicable, shall be maintained in the file.
- E. A copy of all settlement documents on reportable claims shall be sent to CIPA within fifteen (15) calendar days of receipt by examiner.

15. SUBROGATION

- A. Subrogation possibilities will be identified within five (5) business days after a claim is opened, or within five (5) business days after information is available that subrogation may exist. The claim file shall document subrogation possibilities, and all action related to pursuing.
- B. The party responsible for the injury shall be notified of the Member Agency's right to subrogation within fourteen (14) calendar days after the identity of the responsible party is known by examiner.
- C. Contact with the responsible party and/or insurer to provide notification of the amount of estimated recovery shall be made at least every ninety (90) calendar days or sooner if costs escalate. Subrogation shall be pursued to maximize the recovery for benefits paid and credit for future benefit payments.
- D. The Member Agency shall be notified within fifteen (15) calendar days after the examiner's knowledge that injured employee filed a civil action against the responsible party. Subrogation counsel shall be assigned to file a Lien or Complaint in Intervention to the civil action, if authorized by Member Agency. All discussions and actions regarding subrogation shall be documented in the file.
- E. Member Agency approval is required to waive pursuit of subrogation or agree to a settlement of a third-party recovery. This approval shall be documented in the claim file.
- F. CIPA's approval is required to waive pursuit of subrogation or agree to a third-party settlement if there is potential for the claim to exceed the Member Agency's self-insured retention.

16. RESERVING

- A. Reserves established on indemnity claims, including future medical claims, will reflect the ultimate probable cost of each claim based on the information developed to date. Reserve worksheets will be used to document all reserve changes and reflect amounts allocated to temporary disability, 4850 benefits, permanent disability, life pension, vocational rehabilitation, medical care, and allocated expense. The injured workers' disability, age and occupation will be considered in estimating permanent disability.

- B. Reserves will be evaluated at each diary review and modified upon receipt of new information. Files shall document rationale for reserves.

17. EXCESS INSURANCE REPORTING

- A. The examiner shall report to the excess insurance carrier(s), including CIPA, in accordance with established procedures.
- B. CIPA's Excess Claims Status Report shall be used for all initial, periodic, and final reports. All portions of the report shall be completed and include the information requested. Supervisors must review completeness and accuracy of reports.
- C. As defined by CIPA's Memorandum of Coverage, as may be modified from time to time, the following claims are reportable to CIPA within five (5) business days after receipt by examiner:
 - 1) A serious injury to two or more employees
 - 2) Paraplegic
 - 3) Quadriplegic
 - 4) Brain Injury
 - 5) Serious burns
 - 6) Loss of vision
 - 7) Death
 - 8) Amputation of a major extremity
- D. Initial Excess Claim Status Reports are due within ten (10) business days after the total incurred is 50% or more of the Member Agency's self-insured retention.
- E. Excess Claim Status Reports on reportable claims are due to CIPA no less frequently than as follows, and sooner if claims activity warrants:
 - 1) Every 90-days on claims not finalized by settlement or award
 - 2) Every 180-days on claims finalized by settlement or award
 - 3) Within fifteen (15) calendar days of the total incurred increasing/decreasing by 25% or more
 - 4) Within thirty (30) calendar days of a reportable claim being closed
 - 5) Within thirty (30) calendar days of no longer meeting the reporting requirements (for example, reserves less than 50% of the Member Agency's SIR)
 - 6) Within ten (10) calendar days of receipt of a New & Further filing
 - 7) As requested by Member Agency or CIPA

18. MEDICARE REPORTING

- A. The examiner shall report all claims in compliance with Medicare, Medicaid, and SCHIP Extension Act (MMSEA) Section 111 Mandatory reporting.
- B. Medicare eligibility shall be documented in the file no later than the time the file is evaluated for settlement.



STAFF REPORT

Recreation and Community Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Sara Somogyi, Director of Recreation and Community Services
By: Ashley Marston, Management Analyst

SUBJECT: EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE FOR HOMELESS CASE MANAGEMENT/HOUSING NAVIGATION SERVICES IN AN AMOUNT NOT TO EXCEED \$280,035

CEQA: Not a Project

Recommendation: Approve

SUMMARY

On June 21, 2022, the City Council approved a Professional Services Agreement with Los Angeles Centers for Alcohol and Drug Abuse (“LACADA”) for Homeless Case Management/Housing Navigation Services in an amount not to exceed \$218,400. The Agreement was for one year, with the option to renew on a year-by-year basis for a maximum of three additional years, at the City’s sole discretion. One extension remains for Fiscal Year 2025-26, in which LACADA has submitted a revised cost proposal of \$280,035.

It is recommended the City Council authorize and direct the City Manager to execute an extension to the Professional Services Agreement with LACADA for Case Management/Housing Navigation Services in an amount not to exceed \$280,035.

BACKGROUND

On March 15, 2022, the City Council approved a recommendation to utilize Permanent Local Housing Allocation (“PLHA”) funds to secure three, full-time Case Managers/Housing Navigators for Arcadia, as well as an additional \$100,000 of PLHA funds for Homeless Emergency Services. PLHA is a Senate Bill 2 funded program that is designed to provide an ongoing, annual source of funding through State Property Transfer Fees. While considered a permanent funding source, revenue will vary year-to-year, as it is dependent on real estate transactions. Funds can be used for the construction of affordable housing, programs to assist persons who are experiencing or at risk of

homelessness, or other housing-related assistance programs for low-to-moderate income households.

At the same meeting, the City Council also approved a recommendation to utilize \$250,000 of American Rescue Plan Act (“ARPA”) funds for the Prevention & Diversion program. ARPA is a federal program that has provided \$8.8 million to the City of Arcadia to address the economic fallout from the COVID-19 pandemic. Prevention & Diversion funds help individuals and families make ends meet, keep a roof over their heads, and maintain essential services. Services include short-term rental assistance, utility assistance, security deposit payment, and more.

On April 1, 2025, Measure A, a ½ cent, Countywide sales tax, went into effect. Measure A repealed and replaced the existing Measure H, ¼ cent sales tax. Both Measures have similar goals: to address the Los Angeles County homelessness crisis. Measure A funds can be expended on homeless services, prevention efforts, interim and permanent housing, as well as affordable housing. Measure A, a permanent funding source, will provide Arcadia with a varying annual allocation to support new and existing homeless services.

On June 21, 2022, the City Council approved a Professional Services Agreement for Homeless Case Management/Housing Navigation Services with LACADA, in an amount not to exceed \$218,400. This contract was for one year with the option to renew annually, for a maximum of three years. This Agreement has been renewed twice, and one renewal remains. Below are the Case Management/Housing Navigation costs for previous fiscal years.

Fiscal Years	Cost of Case Management/ Housing Navigation Services
FY 2022-23	\$215,456
FY 2023-24	\$253,856
FY 2024-25	\$266,700

DISCUSSION

Since July 5, 2022, LACADA’s three, full-time Case Managers have served the Arcadia community, assisting individuals experiencing homelessness and those at risk of becoming homeless. In that time, they collected and reported data efficiently, provided supportive services such as connecting clients to benefit programs, and placed individuals in both interim and permanent housing. On the next page is a cumulative report highlighting LACADA’s efforts from July 2022 through February 2025.

Case Management/ Housing Navigation Services	Units or Hours of Service
Street Outreach Hours	10,241
Office Work Hours	4,944
Total Engagements (not individual persons)	7,634
Housing Plans Established	1,555
Items Distributed	2,471
Connections to Supportive Services	7,635
Interim Housing Placements	324
Permanent Housing Placements	50

In addition to this data, LACADA also submits monthly success stories of how their team has assisted people experiencing homelessness. These narratives include both small and large examples of an individual’s progress on the road to becoming housed. Some successes include acquiring identification documents, finding employment, entering a substance use program, and reunification with family members.

Data from the 2024 Homeless Census also supports LACADA’s positive impact with Arcadia’s unhoused community. When individuals were asked if they were working with a Case Manager, a plurality of over 40% said they were being assisted by Arcadia’s LACADA team. The next highest provider, Los Angeles Homeless Services Authority (“LAHSA”), only accounted for 10.6%. This large variance highlights the importance of Arcadia having its own case management team and that we cannot rely solely on regional efforts. Without Arcadia’s case management team, there would be a significant gap in service to the local homeless population, most likely resulting in less housing placements and more individuals on the street.

Based on the performance of the case management team, it is recommended that the agreement be extended. The proposed extension to the Professional Services Agreement is for a period of one year, beginning on July 1, 2025. The total contract for Case Management/Housing Navigation Services in FY 2025-26 will not exceed \$280,035.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

For FY 2025-26, LACADA has submitted a revised cost proposal of \$280,035. This is a 5% increase from FY 2024-25. Previously, PLHA funding was sufficient to cover the Case Management/Housing Navigation contract in its entirety, as well as the Emergency

Services program. However, PLHA funding has experienced significant changes from previous years due to a decrease in real estate transactions since 2022. Arcadia's PLHA allocation for FY 2025-26 is \$166,890, which will be added to the previous years' funding balance. The total estimated PLHA funding available for FY 2025-26 is \$205,000, which is not sufficient to cover the proposed Case Management/Housing Navigation contract in its entirety, nor the Emergency Services program.

To bridge the funding gap, it is recommended that Case Management/Housing Navigation costs not covered by PLHA funds be covered by Measure A funds. Arcadia's estimated allocation for FY2025-26 is \$222,000. These Measure A funds are sufficient to cover the balance of the proposed contract. Remaining Measure A funds will be utilized to support other eligible homeless services programs, to be determined at a later date.

Additionally, it is recommended that the Emergency Services program be funded by ARPA Prevention & Diversion funds. Due to the introduction of a parallel program in 2024, provided by the San Gabriel Valley Council of Governments through Measure H funds, Arcadia has not utilized most of the \$250,000 ARPA funds allocated to the Prevention & Diversion program. The remaining balance of these ARPA funds is just over \$191,000, which is enough to financially support both programs.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and authorize and direct the City Manager to execute an extension to the Professional Services Agreement with Los Angeles Centers for Alcohol and Drug Abuse for Homeless Case Management/Housing Navigation Services in an amount not to exceed \$280,035.

Approved:



Dominic Lazzaretto
City Manager

Attachment "A": Amendment to Professional Services Agreement Regarding Case Management and Housing Navigation Services & Exhibit "A"
Attachment "B": Executed Professional Services Agreement Regarding Case Management and Housing Navigation Services

**CITY OF ARCADIA
AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT REGARDING
Case Management/Housing Navigations Services**

This Amendment is made and entered into as of _____ by and between the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066, and Los Angeles Centers for Alcohol and Drug Abuse, a California non-profit public benefit corporation with its principal place of business at 12070 Telegraph Road Suite 207 Santa Fe Springs, CA 90670, collectively referred to as "Parties", with respect to the Professional Services Agreement between the Parties dated July 5, 2022 ("Agreement") and the Amendments dated June 26, 2023 and May 22, 2024.

The Parties agree as follows:

1. Section 5 of the Agreement is amended by extending the Term from July 1, 2025, through June 30, 2026 ("Extended Term").
2. Section 2 of the Agreement is amended to provide that for the Extended Term, the Compensation, is amended as referenced in the attached Exhibit "A".
3. All terms and provisions of the Agreement not amended by this Amendment are hereby reaffirmed.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first written above.

CITY OF ARCADIA

**LOS ANGELES CENTERS FOR
ALCOHOL AND DRUG ABUSE**

By: _____
Dominic Lazzaretto
City Manager

By: _____
Juan Navarro
Executive Director

Dated: _____

Dated: _____

ATTEST:

By: _____
Liana Sanchez
Director of Program Services

City Clerk

APPROVED AS TO FORM:

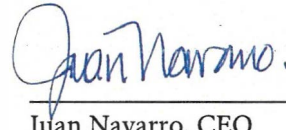
Mike Maurer
City Attorney

Exhibit "A"

FY 2025-26 Case Management/Housing Navigation Services Contract Pricing Update

Los Angeles Centers for Alcohol and Drug Abuse proposes a 5% increase to the FY 2025-26 contract for Case Management/Housing Navigation Services for a total price of \$280,035.

Fiscal Year	Price	Increase Percentage
FY 2024-25	\$266,700	-
FY 2025-26	\$280,035	5%



Juan Navarro, CEO
Los Angeles Centers for Alcohol and
Drug Abuse (LACADA)

Attachment "B"

**CITY OF ARCADIA
PROFESSIONAL SERVICES AGREEMENT REGARDING
Case Management/Housing Navigation Services**

This Agreement is made and entered into as of July 5, 2022 by and between the City of Arcadia, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 240 West Huntington Drive, Arcadia, California 91066 ("City"), and Los Angeles Centers for Alcohol and Drug Abuse, a California non-profit public benefit corporation with its principal place of business at 12070 Telegraph Road Suite 207 Santa Fe Springs, CA 90670 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

- A. City is a public agency of the State of California and is in need of professional services for the following project: Case Management/Housing Navigation Services (hereinafter referred to as "the Project").
- B. Consultant is duly licensed and has the necessary qualifications to provide such services.
- C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$218,400. This amount is to cover all case management/housing navigation services and related costs, and the City will not pay any additional fees for expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for five (5) years from the date of final payment under the contract for inspection by City.

5. The term of this Agreement shall be from July 5, 2022 to June 30, 2023, with the option to renew on a year-by-year basis for a maximum of three (3) additional, one-year (1 year) periods at the City's sole discretion, under the same terms and conditions, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within 365 days. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office (1) Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured

against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or

omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any

insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements.

Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775),

employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1).

b. If the services are being performed as part of an applicable “public works” or “maintenance” project and if the total compensation is \$15,000 or more for maintenance or \$25,000 or more for construction, alteration, demolition, installation, or repair, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, State of California.

16. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

18. Organization

Consultant shall assign Juan Navarro as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of Arcadia
240 West Huntington Drive
Arcadia, CA 91066
Attn: Recreation and Community Services
Department

CONSULTANT:

Los Angeles Centers for Alcohol and Drug
Abuse
12070 Telegraph Road Suite 207
Santa Fe Springs, CA 90670
Attn: Juan Navarro

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

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

28. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

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. 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 director, official, 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.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF ARCADIA
AND LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE**

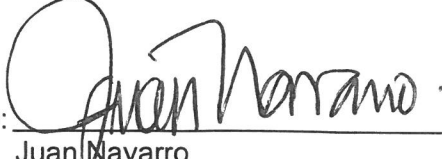
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ARCADIA

LOS ANGELES CENTERS FOR ALCOHOL AND
DRUG ABUSE

By: 

Dominic Lazzaretto
City Manager

By: 

Juan Navarro
Executive Director

Date: July 12, 2022

Date: _____

ATTEST:


By: 

Bill Tarkanian
Director of Program Development

By: 

Rachelle
City Clerk

APPROVED AS TO FORM

By: 

Stephen P. Deitsch
City Attorney

Date: 7/12/22

EXHIBIT "A"

Scope of Services

Services supported by the City of Arcadia must be of primary benefit to PEH or who are experiencing at-risk of homelessness within Arcadia. These services are defined as those which are normally a part of case management and housing navigation and may include, but not be limited to the following:

- Case Management
- Housing Navigation
- Street Outreach
- Mental Health Support
- Substance Abuse Services
- Supportive Services (Legal, benefits, etc.)
- Funding Distribution
- Essential Resource Distribution
- Housing Placement
- CES and HMIS Entry
- Data Entry
- Reporting

The service area shall extend throughout the incorporated municipality and the Los Angeles County areas within City limits. Consultant must follow best practices for providing services for PEH, including housing-first and trauma-informed care. Consultant shall work with each participant to develop an individual service plan to gauge participants' needs, goals, skills and abilities, personal characteristics, and physical capabilities.

Consultant will distribute and track Prevention and Diversion funds, as available. Amount of available funds are to be determined by the City and will initially paid for by Consultant and reimbursed by the City via invoice as listed in Exhibit B. Emergency Funds will be spent through City issued Credit Card and check out to appropriate staff. Receipts must be kept and accounted for during the statement period. All other available resources must also be accurately accounted for through established documentation.

EQUIPMENT AND ACCESS

Consultant is required to provide their own equipment such as laptop computers, Wi-Fi hotspots, cell phones, and vehicles. Consultant must have access to Homeless Management Information System (HMIS) and the Coordinated Entry System (CES) or be able to receive access by contract start date. The City and Consultant will discuss suitable workspaces for Case Managers/Housing Navigators. Consultant will provide a phone number for community use to then direct request to the Case Managers/Housing Navigators on duty at the time of the request or provide the opportunity to leave a message if after business hours. Case Managers/Housing Navigators will also need emails addresses and cell phone numbers which are available for community members to reach out to them in addition to the homeless community they are serving.

Consultant will reserve eight (8) beds within their facilities exclusively for the City's use. These beds will be included as part of the total contract price for three Case Managers/Housing Navigators and will not be billed at an additional cost.

SCHEDULE AND TIME ALLOCATION

Case Managers/Housing Navigators will work a full-time, 40-hour week. Between the three Case Managers/Housing Navigators, coverage will be expected Monday-Sunday, seven days a week.

Schedule of staff will be as follows:

Monday-Friday, 7am-4pm with a 1-hour lunch break

Wednesday-Sunday, 8am-5pm with a 1-hour lunch break

Saturday-Wednesday, 9am-6pm with a 1-hour lunch break

Schedule is subject to change based on City's needs.

Case Managers/Housing Navigators are expected to respond to clients and City staff in a timely manner. Case Managers/Housing Navigators should respond to requests and questions as soon as possible, at the latest within one business day.

Consultant will be required to meet regularly with City staff. In addition, Case Managers/Housing Navigators will be required to attend community engagement meetings including but not limited to Community Stakeholder meetings, HELP Team meetings, Five-Year Homeless Plan meetings, and meetings held by other homeless services teams.

REPORTING

Consultant agrees to prepare and submit monthly, quarterly, and annual program progress/activity reports, evaluations, HMIS raw reports, and other reports as required by the City. Consultant will work with the City to create a report that is mutually beneficial. Monthly reports are due by day 15 of the subsequent month. Consultant's records, apart from confidential client information, shall be made available to representatives of City. The Consultant must share all necessary information with any other service provider(s) administering homeless services within the City.

Consultant must provide a monthly report that includes monthly data, including but not limited to the following metrics:

Number of Individuals and family members:

- Contacted via street outreach
 - Served (Received any items/goods, services, funds, or housing placement)
 - Newly enrolled
 - Assessed via CES Survey
 - Total
 - Individuals
 - Youth
 - Families
 - Veterans
 - 62+ years old
 - Assessed via VI-SPDAT
 - Established housing plans
 - Received items or goods
 - Water or food
 - Hygiene items
 - Clothing
 - Sleeping bag or tent
 - Other (please specify)
- Connected or referred to supportive services
 - Legal services
 - Benefits services
 - Mental Health services
 - Substance Use services
 - Employment services and training
 - Other (please specify)
 - Received Prevention and Diversion funds (Supplemental client intake form will accompany all distributions)
 - Received Emergency funds (Supplemental client intake form will accompany all distributions)
 - Connected to or placed in any type of housing (cumulative of the categories below)
 - Connected to or placed in interim housing (including motel vouchers)
 - Connected to or placed in rapid re-housing
 - Connected to or placed in permanent housing

Monthly report should include narratives identifying successes, challenges, and brief client success stories. Additional data may be requested on client characteristics and client outcomes.

EXHIBIT "B"

Schedule of Charges/Payments

Consultant will include with each invoice a detailed itemized report that indicates the amount of budget spent on each item. All invoices for Prevention and Diversion funds and Emergency funds will be submitted with appropriate documentation, as determined by the City. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract. Consultant will invoice City on a monthly cycle, by day 15 of the subsequent month, unless otherwise determined by the City to coincide with billing cycles. The City shall pay all invoices for services to the consultant within thirty (30) days of receipt of completed, delivered, and accepted project and accompanied invoice. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$218,400 annually.

Candice Cheung

Subject: FW: [EXTERNAL Email]Re: Confirmation

On Jul 1, 2022, at 4:55 PM, Juan Navarro <jnavarro@lacada.com> wrote:

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Sara,

This is to confirm we are in agreement with the terms of exhibit B of our contract with the City of Arcadia. Please let me know if you need anything else.

Best regards,

Juan Navarro

Executive Director

Los Angeles Centers for Alcohol and Drug Abuse

12070 Telegraph Rd., Suite 207

Santa Fe Springs, CA 90670

Phone: (562) 777-7500 Ext 204

NOTICE: This electronic mail (email) message, including any attachments, is intended for the use of the person or entity to whom it is addressed and may contain information that is privileged and confidential, the disclosure of which is governed by applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this information is strictly prohibited. If you have received this message by error, please notify the sender by reply and immediately destroy this email and any attachments.

From: Sara Somogyi <ssomogyi@arcadiaca.gov>
Sent: Friday, July 1, 2022 4:46 PM
To: Juan Navarro <jnavarro@lacada.com>
Cc: Bill Tarkanian <btarkanian@lacada.com>; Mary Kemp <mkemp@lacada.com>; Joshua Heinzman <jheinzman@lacada.com>
Subject: [EXTERNAL Email]Re: Confirmation

EXTERNAL Email: Only open links from TRUSTED sources.

Hello Juan,

Thank you for confirming! Can you please also add you agree the added verbiage on exhibit B?

Thanks again!

Sara Somogyi

Director of Recreation and Community Services

City of Arcadia

375 Campus Drive

PO BOX 60021 | Arcadia, CA 91007

626.821.4369 | ArcadiaCA.gov

On Jul 1, 2022, at 4:41 PM, Juan Navarro <jnavarro@lacada.com <mailto:jnavarro@lacada.com> >
wrote:

<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fs3.amazonaws.com%2fstaticmediafiles%2fmedia%2fsights%2firon-icon-color.png&c=E,1,dkBRZ-WQeMh5DF3yhXeCP6pOBc6FeFTJnif4ifgJW-Wj9ptiXverW-rV_jcueS0FbDy5hz8_7BEAcy40CAO04CQU1U4mp5DhgpXVQLxTp3gwz-vfaytS8Tuh&typo=1>

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender jnavarro @ lacada.com
<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2flacada.com&c=E,1,fQ8JL29WIOswjSRn8LV5lxORM8jILeoCmHwJRmkzJUCF-K0UnR6Y1RKczeqLclidAzFL3ssknLSKw3TTV1iGsqU-1zgCQgr8zKhueNi5uA,,&typo=1&ancr_add=1>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Sarah,

Thank you for taking our call earlier today. This email serves as confirmation we are moving forward with the agreement as stipulated in our contract. We look forward to working with you. Have a great weekend and a happy 4th of July.

Best regards,

Juan Navarro

Executive Director

Los Angeles Centers for Alcohol and Drug Abuse

12070 Telegraph Rd., Suite 207

Santa Fe Springs, CA 90670

Phone: (562) 777-7500 Ext 204

NOTICE: This electronic mail (email) message, including any attachments, is intended for the use of the person or entity to whom it is addressed and may contain information that is privileged and confidential, the disclosure of which is governed by applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this information is strictly prohibited. If you have received this message by error, please notify the sender by reply and immediately destroy this email and any attachments.



STAFF REPORT

Public Works Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Paul Cranmer, Public Works Services Director
By: Tiffany Lee, Interim Principal Civil Engineer

SUBJECT: CHANGE ORDER TO THE CONTRACT WITH GENERAL PUMP COMPANY, INC. FOR THE REMOVAL AND REPLACEMENT OF THE BALDWIN BOOSTER PUMP D PROJECT IN THE AMOUNT OF \$23,039.65

CEQA: Not a Project
Recommendation: Approve

SUMMARY

On June 18, 2024, the City Council authorized and directed the City Manager to execute a contract with General Pump Company, Inc., in the amount of \$139,790, with a 10% contingency for the Removal and Replacement of Baldwin Booster Pump D. Due to unforeseen capacity shortages with the existing soft start panel and overload relay, a change order is needed to the Contract with General Pump Company, Inc., to include a starter upgrade to accommodate the upgraded motor. The additional cost exceeds the contingency amount authorized by the City Council; however, even with the change order, the project will remain within its original budget.

It is recommended that the City Council approve, authorize, and direct the City Manager to approve a change order to the Contract with General Pump Company, Inc. for the removal and replacement of the Baldwin Booster Pump D Project in the amount of \$23,039.65.

BACKGROUND

Annually, the City of Arcadia's water system delivers an average of 13,000 acre-feet of potable drinking water to approximately 14,400 water service connections. The water supply for the system is obtained from 10 active groundwater wells. The water system also utilizes 29 booster pumps that pump water throughout the distribution system, and 15 reservoirs that hold approximately 45 million gallons of water. The Public Works Services Department is responsible for the daily operation and maintenance of the City's wells and booster pumps. Regular inspections and maintenance of booster pumps are crucial to ensuring that the pumps operate at their maximum capacity and efficiency.

Regular inspection and maintenance of the Baldwin Boosters revealed that Booster Pump D needed replacement. The Baldwin Booster system consists of three booster pumps (B, C, and D). The two 100-horsepower Booster Pumps, B and C, were rehabilitated in 2018. The remaining 60-horsepower Booster Pump, D, is at the end of its useful life and needs replacement. Baldwin Booster Pump D only operates during peak demand and serves as the back-up in case Booster Pumps B and C have mechanical issues. The Baldwin Booster Station is responsible for boosting water from Zone 3 into Zone 2 because Zone 2 does not have enough water sources to meet system demands. As a result, Zone 2 relies on water boosted from Zone 3. The removal and replacement of the existing 60 horsepower Booster Pump D with a 100-horsepower booster pump, is crucial to ensure the water distribution system is meeting the necessary demands of Zone 2 and will increase system reliability and redundancy.

DISCUSSION

On June 18, 2024, the City Council authorized and directed the City Manager to execute a contract with General Pump Company, Inc., in the amount of \$139,790, with a 10% contingency for the Removal and Replacement of Baldwin Booster Pump D. General Pump Company, Inc. installed the new booster pump assembly and was preparing for startup. While preparing for startup, it was determined that the existing soft start panel and overload relay are too small to accommodate the upgraded motor. A starter upgrade is necessary to operate the new booster pump assembly. The total cost for the starter upgrade is \$23,039.65. Due to the inadequate capacity of the existing soft start panel and overload relay, a change order is needed to the Contract with General Pump Company, Inc. to include a starter upgrade to accommodate the upgraded motor. While the City Council authorized a 10% contingency with the Project's approval, the cost of the starter upgrade exceeds this amount; therefore, City Council authorization is required.

ENVIRONMENTAL ANALYSIS

The proposed action of a project change order does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

Funds in the amount of \$200,000 were budgeted in the Fiscal Year 2023-24 Capital Improvement Program for the removal and replacement of Baldwin Booster Pump D. On June 18, 2024, the City Council executed a contract with General Pump Company, Inc. in the amount of \$139,790, with a 10% contingency, for the Removal and Replacement of Baldwin Booster Pump D. The total cost for the starter upgrade is \$23,039.65. Sufficient funds are available in the Fiscal Year 2023-24 Capital Improvement Program to include a starter upgrade.

Change Order to the Contract
General Pump Company, Inc.
April 15, 2025
Page 3 of 3

RECOMMENDATION

It is recommended the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to approve a change order to the Contract with General Pump Company, Inc. for the removal and replacement of the Baldwin Booster Pump D Project in the amount of \$23,039.65.

Approved:



Dominic Lazzaretto
City Manager

Attachment: Soft Start Upgrade Proposal



159 N. ACACIA STREET * SAN DIMAS, CA 91773
PHONE: (909) 599-9606 * FAX: (909) 599-6238

CAMARILLO, CA 93010 * PHONE: (805) 482-1215
www.genpump.com

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

Serving Southern California and Central Coast

March 13, 2025

Job # 16260

City of Arcadia
11800 Goldring Road
Arcadia, California 91006
Attn: Tiffany Lee

Subject: Change Order Request #1: Baldwin Booster D – Soft Start Upgrade

General Pump Company is pleased to provide our change order request to upgrade the soft start equipment for the Baldwin Booster D project. While preparing for startup, GPC discovered the existing soft start panel and overload relay are too small to accommodate the upgraded motor. The need for a starter upgrade was unforeseen at the time of bidding and not included in the original scope and specification. A starter upgrade is required to operate the new booster pump assembly.

The following is a breakdown of the costs associated with our proposed scope of work.

Cost

Shop Labor

- Receive and inspect new materials, quality assurance
- Gather and load out project specific parts and materials
- Prep service truck and tooling for electrical field repairs.

6 Hrs. @ \$100/Hr. \$ 600.00

Materials

- 100HP Soft start panel
- Overload amp relay
- Replacement fuses
- Wiring kit
- General consumables: electrical tape, wire, lugs, etc.
- Estimated shipping & handling
- Tax @ 10.25%

Materials Subtotal	\$ 13,460.00
Sales Tax @ 10.25%	<u>1,379.65</u>



Field Labor

Soft Start Upgrade

- Mobilize to site.
- Verify LO/TO electrical.
- Remove existing soft start panel and overload relay.
- Install new unit and make all wiring connections.
- Replace fuses
- Program, test, and verify proper operation of starter.
- Clean and secure site. Demobilize.

Electrician & Service Truck – 20 Hrs. @ \$190/Hr.	3,800.00
Electrician & Service Truck – 20 Hrs. @ \$190/Hr.	<u>3,800.00</u>

Estimated Grand Total **\$ 23,039.65**

Should you have any questions or need additional information regarding the above summary, please do not hesitate to contact us. Thank you.

GENERAL PUMP COMPANY, INC.

Michael Garcia

Michael Garcia
VP, Project Management



STAFF REPORT

Administrative Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Henry Chen, Administrative Services Director

SUBJECT: CHANGE ORDER TO INCREASE THE PURCHASE ORDER WITH WITTMAN ENTERPRISES, LLC FOR AMBULANCE BILLING AND COLLECTION SERVICES IN THE AMOUNT OF \$71,000
CEQA: Not a Project
Recommendation: Approve

SUMMARY

On June 5, 2018, the City Council approved a purchase order with Wittman Enterprises, LLC (“Wittman”), for billing and collection services for the City of Arcadia’s emergency medical transport services, in an amount not to exceed \$83,400. The annual Purchase Order amount of \$83,400 is comprised of a \$66,000 collection fee plus \$17,400 for an electronic Patient Care Report (“ePCR”) license, based on estimated annual collections of \$1.55 million. The agreement between Arcadia and Whittman calls for Whittman to receive a 4.25% fee on the amounts they collect. Due to higher transport volumes, the collections in the current fiscal year have increased to an estimated \$3.1 million. The original Purchase Order amount is not sufficient to cover the fees on their increased collections. As a result, an increase in the Purchase Order to cover the increased collection fees is requested.

It is recommended the City Council approve a \$71,000 increase to the Purchase Order with Wittman for the ambulance billing and collection services for the remainder of Fiscal Year 2024-25. The additional cost will be offset by the additional fees collected and administered by Wittman.

DISCUSSION

Annually, the Arcadia Fire Department receives over 6,000 incident calls, with 70% of calls requiring rescue and emergency medical service. Ambulance charges, also called Emergency Medical Services (“EMS”) fees, are the single largest revenue source for the Fire Department. The revenues collected for these purposes depend primarily on the quantity of transported patients and the type of emergency medical services rendered to each patient. The Fire Department only bills for EMS calls that involve medical transport.

Change Order for Ambulance Billing Services

April 15, 2025

Page 2 of 3

On June 5, 2018, the City Council approved a purchase order with Wittman Enterprises, LLC (“Wittman”), for billing and collection services for the City of Arcadia’s emergency medical transport services, in an amount not to exceed \$83,400 annually. The cost was broken down as \$66,000 for the collection of fees, based on a 4.25% charge on fees collected, plus \$17,400 for annual electronic Patient Care Report (“ePCR”) licensing. The original Purchase Order amount of \$83,400 in FY 2018-19 was determined by previous call volumes, billable EMS transports, and projected revenues of \$1.55 million annually.

Due to an increase in overall transport volume as well as the addition of a Basic Life Support (“BLS”) ambulance program, the collection fees the City is required to pay to Wittman have increased beyond original expectations. For FY 2024-25, projected revenue should total \$3.1 million, with an estimated 3,400 billable EMS transports. Under these projections, the 4.25% collection fee to Wittman will also increase to \$131,800. The current annual ePCR licensing and storage fee is \$22,600. The table below summarizes the increase in fees from FY 2018-19 compared to FY 2024-25:

	FY 2018-19	FY 2024-25	Increase
Ambulance Collections	\$ 1,550,000	\$ 3,100,000	\$ 1,550,000
Collection Fee @ 4.25%	\$ 66,000	\$ 131,800	\$ 65,800
ePCR License Fee	\$ 17,400	\$ 22,600	\$ 5,200
Total Fees:	\$ 83,400	\$ 154,400	\$ 71,000

The original Purchase Order amount is not sufficient to cover the collection fee to Wittman for the increased collections. An increase of \$71,000 to the Purchase Order will cover the additional collection fees and is requested for the remainder of FY 2024-25.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

In FY 2024-25, it is estimated that Wittman will collect \$3.1 million in billing receipts for the City, and thus, will be entitled to a collection fee of \$154,400. The current Purchase Order for \$83,400 needs to be increased by \$71,000 to cover the remaining estimated collection fees. The payments to Wittman are recorded as an offset to revenues, so no additional appropriation is required.

RECOMMENDATION

It is recommended the City Council determine this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and approve a change order to increase the Purchase Order with Wittman Enterprises, LLC for Ambulance Billing and Collection Services in the amount of \$71,000.

Approved:



Dominic Lazzaretto
City Manager



STAFF REPORT

Development Services Department

DATE: April 15, 2025

TO: Honorable Mayor and City Council

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
Kevin Merril, City Engineer
By: Simon Vuong, Economic Development Manager

SUBJECT: REJECT ALL BIDS RECEIVED FOR THE DOWNTOWN LIGHTING IMPROVEMENT PROJECT AND DIRECT STAFF TO RE-BID THE PROJECT
CEQA: Not a Project
Recommendation: Approve

SUMMARY

In Fiscal Year 2023-2024, the Downtown Lighting and Streetscapes Improvement Project, now known simply as the Downtown Lighting Improvement Project, ("Project") was added to the Capital Improvement Program ("CIP") to improve the Huntington Drive corridor within the Downtown Arcadia Community Benefit District ("CBD") between Santa Clara Street and Fifth Avenue. The planned improvements include tree lighting replacement, new over-the-street banner poles, and other streetscape improvements for a total of \$225,000 authorized in the Fiscal Year 2023-24 CIP Budget.

The Project was advertised for bids and bids were opened on March 6, 2025. Only two bids were received, and both bids were significantly higher than the budget. It is recommended that the City Council reject all bids received for the Downtown Lighting Improvement Project and direct staff to re-bid the Project with changes to reduce costs and allow additional bidders to qualify to bid. Even with potential cost-saving measures and increasing the pool of qualified bidders, it is possible that an additional appropriation will be required after re-bid, or the scope will need to be further adjusted.

BACKGROUND

During the 2023-24 Fiscal Year Budget Process, a new program to enhance the Downtown area was proposed utilizing American Rescue Plan Act ("ARPA") funds, which included the following elements:

Downtown Lighting Improvement Project

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- Replacing existing uplights, tree-mounted power boxes, and electrical conduit for 68 palm trees in Downtown Arcadia that were originally installed in the 1990's as part of the Downtown 2000 Beautification Project and have reached the end of their lifecycle.
- Addition of a new over-the-street banner support installation on First Avenue between Huntington Drive and Alta Street for use by community organizations to promote events.
- Other improvements to existing Downtown streetscape infrastructure to refresh or repair, including planters, signage, and other decorative streetscape treatments installed as part of the Downtown 2000 project.

At the June 6, 2023, City Council Meeting, the City Council adopted Resolution No. 7501 adding the Downtown Lighting Improvement Project to the Fiscal Year 2023-24 CIP Budget. A Professional Services Agreement (“PSA”) was entered between the City’s on-call engineering consultant, Kreuzer Consulting Group (“KCG”), on April 14, 2024, to develop and produce base plans, lighting design and imagery, electrical design and lighting plans, and banner pole design and calculations. Design plans were completed and finalized in January 2025.

After consulting with the Downtown Arcadia Improvement Association (“DAIA”) and evaluating the funding limitations, it was determined that the focus of the project should be on the tree lights along Huntington Drive, with other project elements taking less priority. Therefore, the scope of the bid focused only on the tree lights, with the over-the-street banner poles to be addressed separately and other streetscape improvements removed.

In coordination with KCG, many alternatives of the tree lighting options were discussed, including uplighting vs. wrapped lighting, number of trees lit, existing conduit and infrastructure usage, etc. Based on the various designs presented, the estimated costs ranged from \$259,618 to \$410,815. Given the funding limitations, the preferred option was the less expensive option, and this was reflected in the Notice Inviting Bids.

DISCUSSION

The Notice Inviting Bids was published on February 14, 2025. On March 6, 2025, the City received two (2) bids, summarized below:

Bidder	Location	Bid Amount
Crosstown Electrical & Data, Inc.	Irwindale, CA	\$696,955.00
Servitek Electric, Inc.	Norwalk, CA	\$1,041,448.50

All bids are well above the City’s budget. In the analysis of the bid package, it was determined that the bid package restricted a range of potential bidders due to licensing requirements. In addition, the size of the project is challenging in that it is a minor project

for large firms and a significant project for smaller, niche firms. Due to these issues, it has been determined that the scope of the work could be scaled back to attract the right firm to bid on work that would be in line with their qualifications and project experience, such as firms who specialize in the technical space of lighting, electrical installation and streetscape beautification. To attract additional interest and potentially lower costs, it is recommended that the current bids be rejected. It is anticipated that the Project will be re-bid as a lump sum, expanding the license types of qualifying bidders, and require a pre-bid site walk for bidders to gain a better understanding of the scope of the work involved.

ENVIRONMENTAL ANALYSIS

Rejecting this proposal does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

FISCAL IMPACT

American Rescue Plan Act Funds in the amount of \$225,000 have been budgeted in the Fiscal Year 2023-24 Capital Improvement Program for this project. The bids received were considerably higher than the budgeted amount, and even with potential cost-saving measures mentioned previously, it is likely that an additional appropriation will be required after re-bid. There are additional ARPA funds that may be available for this project should the City Council wish to allocate them.

RECOMMENDATION

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); reject all bids received for the Downtown Lighting Improvement Project and direct staff to re-bid the Project.

Approved:



Dominic Lazzaretto
City Manager